Open Commitments: Purchase Order and Vendor Invoice Clean-Up

CHAPTER ONE

OVERVIEW

Throughout This Course

Throughout this course you will learn why it is important to clean up your open commitments. Although some agencies will wait until the end of the fiscal year to clean up their open purchasing documents and vendor invoices, this clean up process should be done at least once a month. Besides the obvious benefit of making year-end less painful and time consuming, prompt discovery of open commitments and/or errors will free up budget that can be spent on other goods and/or services that an agency might require.

Purchasing - What Causes Commitments To The Budget?

Entering a purchase requisition into AASIS causes a commitment to an agency's budget. When you convert the requisition to a purchase order, the commitment is relieved from the purchase requisition and picked up by the purchase order. You receive the goods/services and post a goods receipt, which does not change the commitment. Next, you receive the vendor invoice and post a logistics vendor invoice (transaction MIRO) in AASIS. At this time the commitment changes from PO status to Invoice status. The commitment becomes an expense after the payment program and the FMF0 program process each night. The FMF0 program updates the Funds Management postings and tables.

Commitments will also remain in your budget if the wrong AP transaction is used to pay a vendor invoice tied to a purchase order. If you use the direct invoice (FB60) instead of the logistics invoice verification (MIRO), it will break the connection to the PO and will cause a double commitment.

Credit memos show as open commitments if they have not been matched up with an open invoice. The open invoice must be to the same vendor with the same fund/fund center, commitment item, and functional area combination.

Where Do You Go To Look At Your Budget And View The Commitments?

- The Actual Budget report - Transaction Y_DEV_80000046
- The Open Commitment Item report - Transaction ZCMT

How Do Purchase Requisitions Remain Open And Continue To Commit Budget?

If the purchase order/s referencing a purchase requisition add up to a *quantity less* than that on the purchase requisition, then the purchase requisition will remain open and continue to commit budget for the quantity that has not been converted to a PO.

What Reports Can You Run To View Your Open Purchase Requisitions?

- List Display Of Purchase Requisitions – Transaction ME5A
- List Display Of Open Requisitions – Transaction ZOPENREQ

How Do Purchase Orders Remain Open And Continue To Commit Budget?

If any line item of a purchase order has no goods receipt or a partial goods receipt, no invoice entered or a partial invoice entered, the purchase order will remain open and continue to commit budget.

What Reports Can You Run To View Your Open Purchase Orders?

- Display List Of GR/IR Balances – Transaction MB5S
- Purchasing Document Per Document Number – Transaction ME2N
- Purchase Orders With An Open Invoice – Transaction ZPO_OPEN_INV

How Do Invoicing Errors Cause Purchasing Documents To Remain Open?

The best business practice is to use the transaction MIRO to post a vendor invoice related to a purchase order. However, sometimes an error occurs when transaction FB60 is used by mistake. Using transaction FB60 instead of the transaction MIRO overstates the expense, over-commits the budget, and causes an un-cleared credit balance in the Goods Receipt/Invoice Receipt account in the General Ledger because FB60 breaks the connection to the purchase order.

What Reports Can You Run to Find Invoicing Errors?

- Purchase Order Vendor Payment Report – Transaction ZPOVP
- Vendor Line Item Display Report – Transaction FBL1N

What Are The Different Types Of Open Accounts Payable Commitments Regarding The Direct Vendor Invoice (Transaction FB60)?

For security reasons, one user cannot both park and post a direct vendor invoice. One user must park the document and another user must do the actual posting of that document.

- Parked Invoice – A parked vendor invoice does not commit budget. A parked document will not go through the payment run.
- Parked As Complete Invoice – A "parked as complete" vendor invoice commits budget. A "Parked As Complete" invoice should be posted before the end of the fiscal period during which it was parked. If you do not post it within the period, you will need to use transaction FBV2 – "Change document". Go into the "Header" information and change the posting date to the date of the actual posting and save.
- Posted Invoice – Posted documents commit budget. The posted document will remain open until it is included in the payment run. The Payment Program runs Sunday thru Thursday at 8:00 p.m., and the FMF0 program runs later to change the commitment to an expense.

Credit Memos

You would post a credit memo if the vendor sends one to settle an overpayment, or if you return goods to the vendor. There must be an open vendor invoice in the system to the same vendor with the same funds, funds center, commitment item, and functional area as the one that issued the credit memo. The credit memo can remain open if this match is not made correctly.

There are two ways to clear a credit memo: Change the "Invoice Reference" field to match the credit memo to an open invoice, or reverse the credit memo.

Direct Credit Memo (FB65)

1. You can correct the match by going into Transaction "FB02"-Change.
2. You can reverse the document by going into Transaction "FB08" – Individual Release.

Logistics Invoice Verification (MIRO)

1. You can correct the match by going into Transaction "FB02"-Change.
2. You can reverse the document by going into Transaction "MR8M"-Cancel Invoice Document. You will then need to go into transaction "F-44". Transaction "F-44" will clear the credit memo and the vendor invoice.

What Reports Can You Run to Find Your AP Errors?

- Open Commitment Report – Transaction ZCMT
- Display Parked Document Report – Transaction FBV3
- Parked Vendor Invoices – Transaction ZFI_PARKHELD_RPT
- Open Item AP Report – Transaction ZOPENITEMAP
- The Actual Budget Report – Transaction Y_DEV_80000046

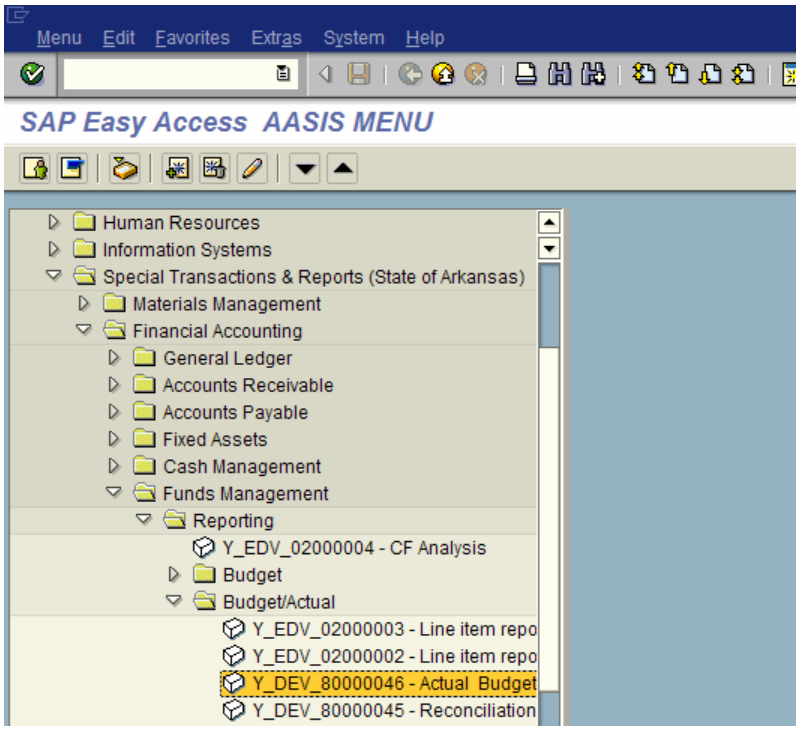
CHAPTER 2
RUNNING REPORTS

In this chapter you will learn to view and interpret the different reports to assist you in locating open commitments.

Actual Budget Report -Transaction Y_DEV_80000046

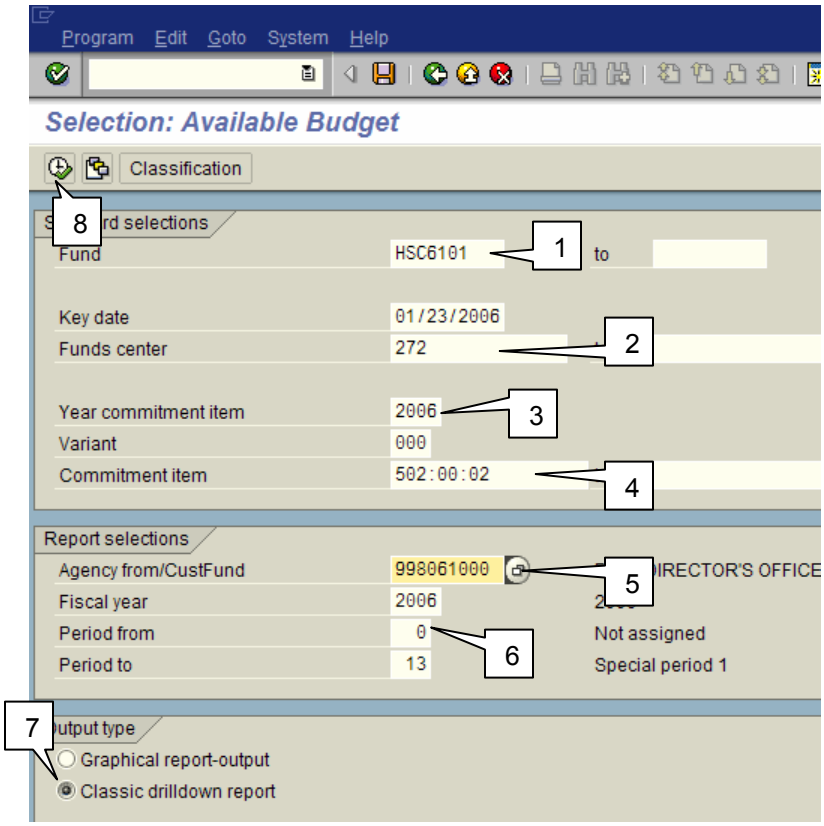
Menu Path: Special Transactions and Reports-State of Arkansas>Financial Accounting>Funds Management>Reporting>Budget/Actual>Actual Budget.

The Actual Budget report will reveal commitments and expenses to the budget. These commitments can include incomplete purchase requisitions, purchase orders, and unpaid vendor invoices. A purchasing document continues to be a commitment even after the entry of the MIGO and MIRO transactions. All open commitments move into the expense column after the invoice is paid via the payment program and FM is subsequently updated.



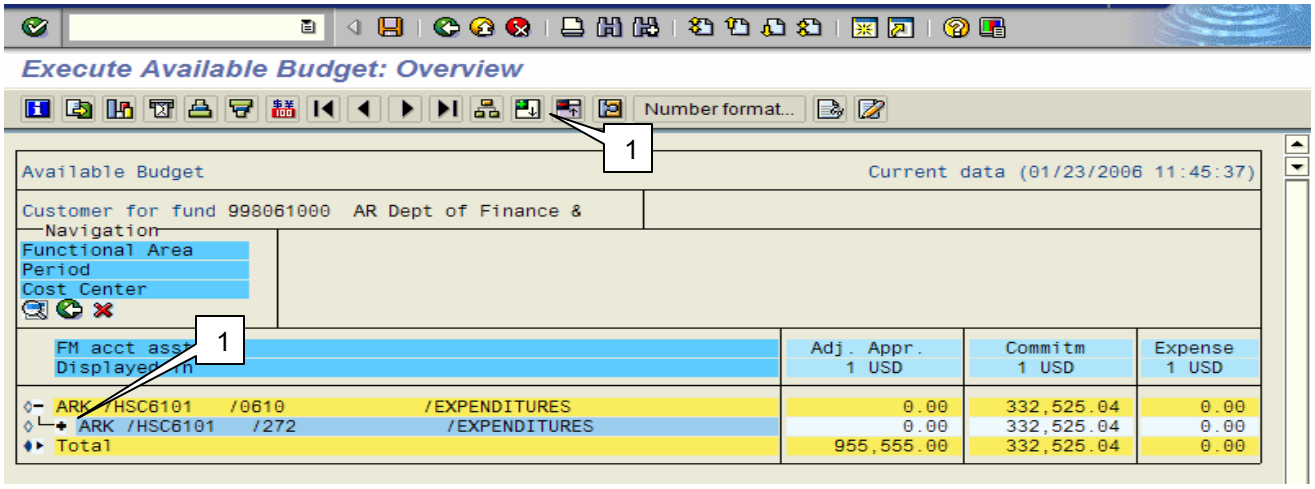
Selecting The Report

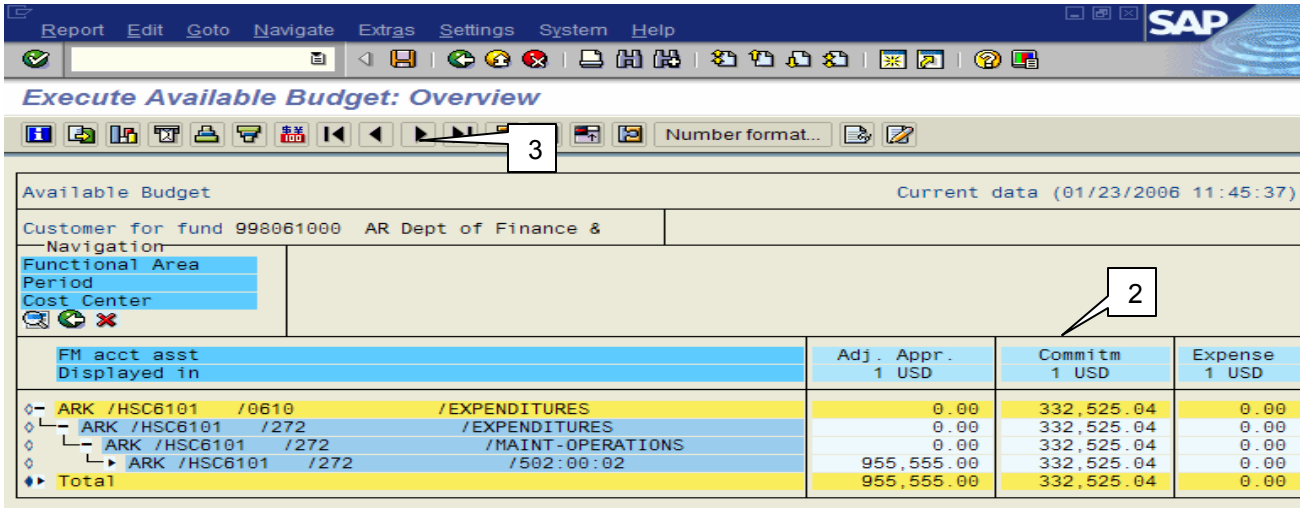
1. Enter the fund. (You must enter either a fund or funds center.)
2. Enter the funds center. (This is optional if you entered a fund.)
3. Be sure that the "Year commitment item" equals the fiscal year selection.
4. Enter a commitment item if desired.
5. "Agency from/CustFund" is an optional field. You may enter the customer number for your agency here. The number will always be 998xxxx00. The "x's" stand for your business area.
6. Enter the current fiscal year and periods 0 to 13 will default. This will select budget for the entire year. You may change this if you want to view a different period or range. Period 0 captures original budget loads and carry forward activities. **NOTE:** Budgeted amounts are distributed across all fiscal periods for the year, but commitments and blocks are not. When a single period is selected, you will see a budgeted amount for the period (one-twelfth of the total) and the current period commitments. Blocked amounts are not distributed. This could result in a negative available budget calculation in the report. This does not mean you have exceeded your budget. Rerun the report for periods 0 to 13 for validation.
7. Classic drilldown report selection enables you to export the report to an Excel spreadsheet. You may also select the graphical report option for a different view.
8. Once you make all of your desired selections, execute the report.



Viewing The Report

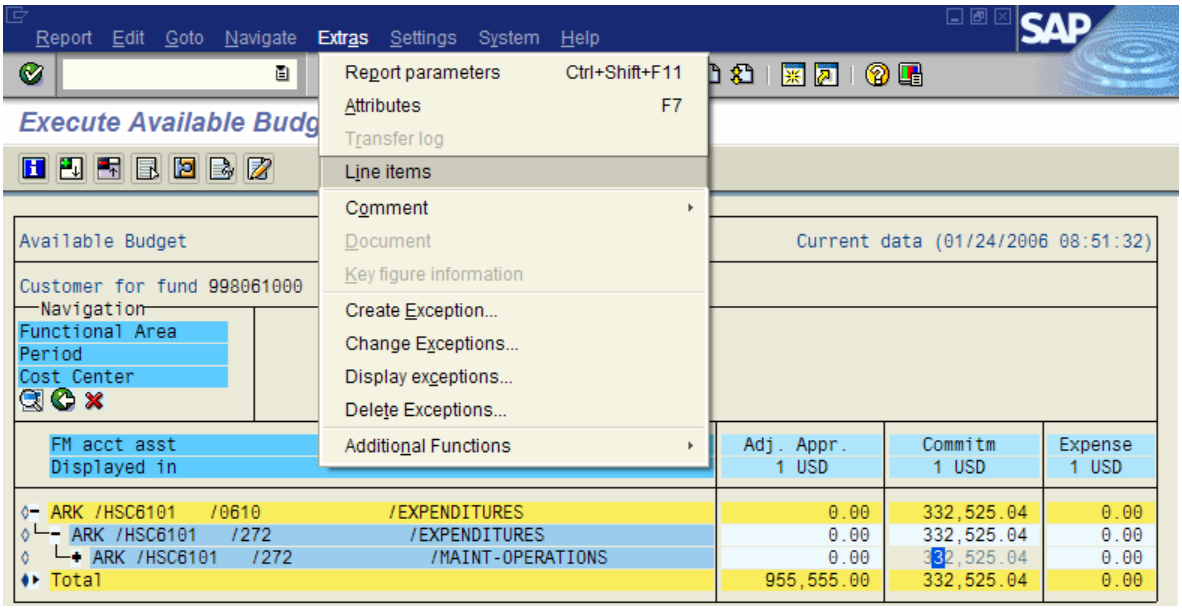
1. Click the plus signs or the “Expand” icon to expand the report.
2. Budgets, commitments and expenditures and available budget are displayed.
3. If the entire report is not displayed, click the right arrow to view the next page.





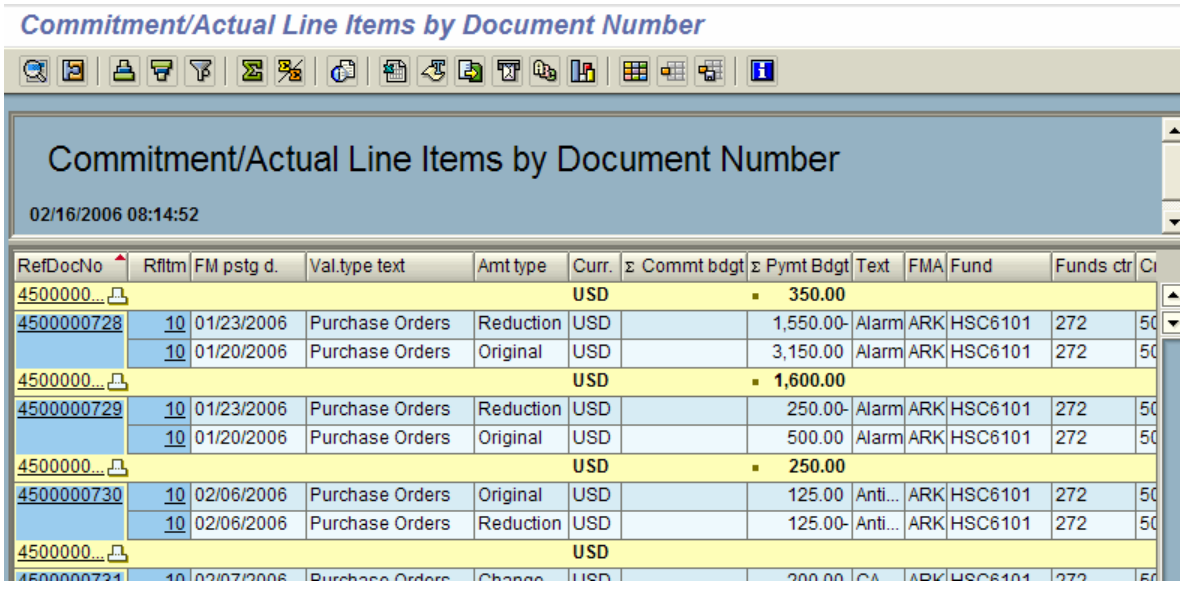
Actual Budget Report Drill Down

To drill down to line items in the budget report, select the amount for which you want to view detail. Select Extras>Line Items from the blue menu bar. The line items making up the amount will be displayed.



What Does The "Line Items By Document Number" Screen Show You?

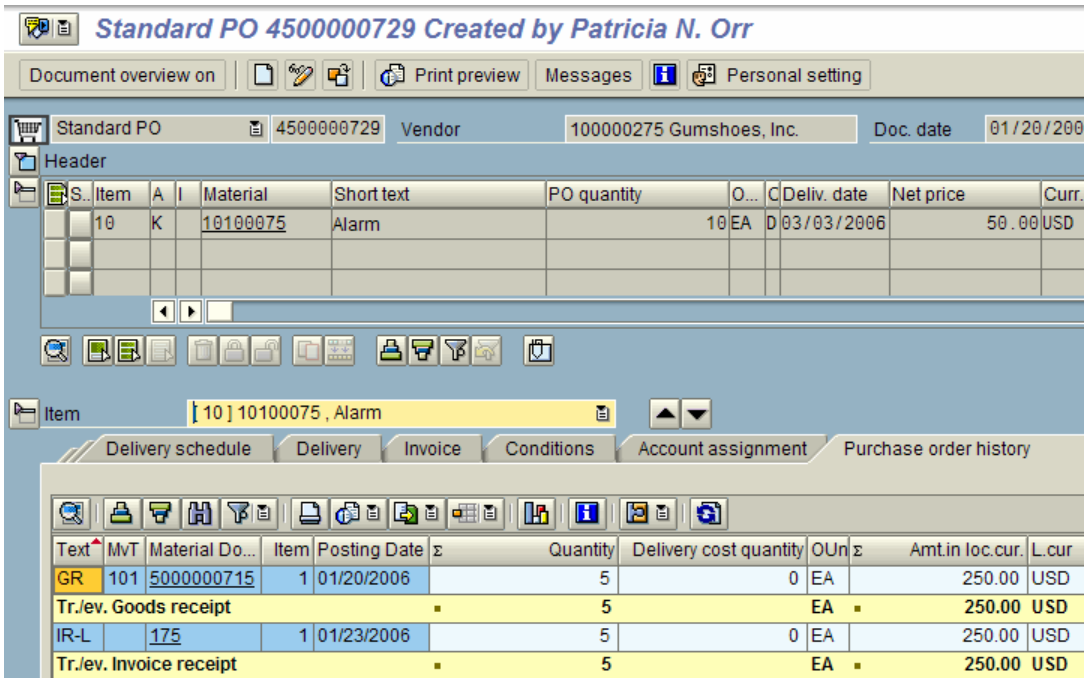
Looking at the "Value Type Text" field will show you what type of documents are consuming budget. You can view the original amount of the document and any reduction that has taken place. If the original amount and the reduction amount match, there is not an open commitment. When you see that the reduction amount is less than the original amount further research should take place. The difference between the reduction and the original amount is the amount still committing budget.



Actual Budget Report Further Drill Down

You can drill down to the actual document by double clicking on the document number you wish to view. This screen shows you the Purchase Order history. The original PO was created for 10 ea. at $50.00 for a total of $500.00. A Goods Receipt was created for 5 ea. and a Logistics Invoice was created for 5 ea. at $50.00 for a total of $250.00; this PO is still open and committing budget for the remaining quantity of 5 ea. for a total value of $250.00.

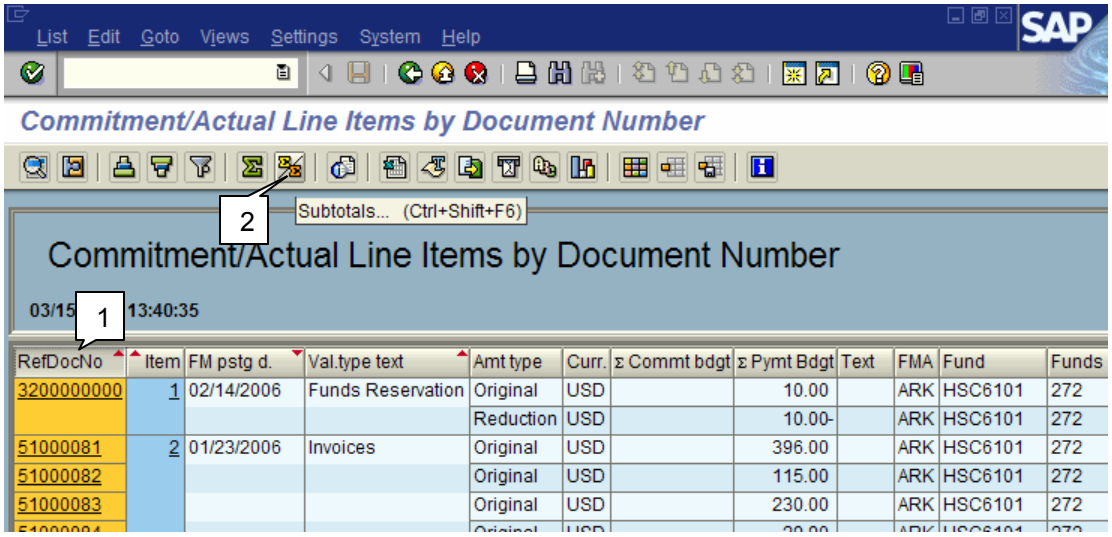
If your agency does not plan to receive and pay for the rest, close the PO to relieve the remainder of the committed budget. This process will be explained in subsequent chapters.



Budget Report Tip: You can collapse the report to only see the document number and the amount of committed budget for that document. You can then import into a spreadsheet or notepad.

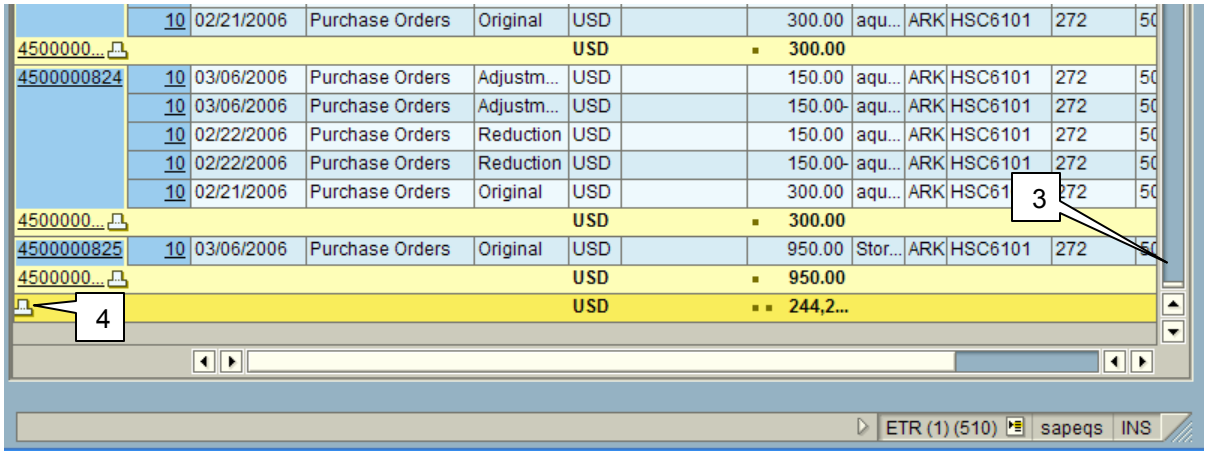
Collapsing the Y_DEV_80000046 Report

1. Highlight the Reference Document Number column.
2. Click on the "Subtotals" icon.



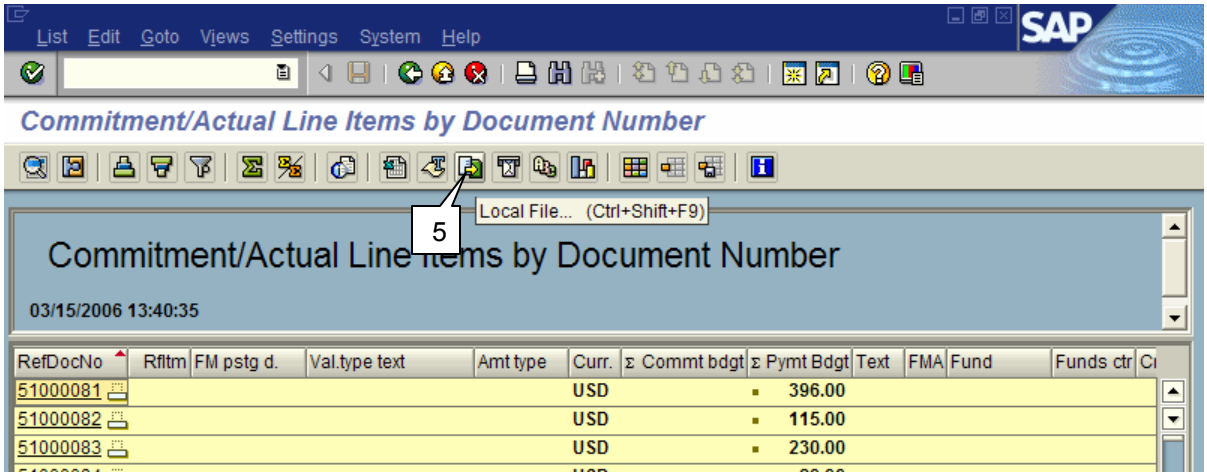
RefDocNo	Item	FM pstg d.	Val.type text	Amt type	Curr.	Σ Commt bdgt	Σ Pymt Bdgt	Text	FMA	Fund	Funds
3200000000	1	02/14/2006	Funds Reservation	Original	USD		10.00		ARK	HSC6101	272
				Reduction	USD		10.00-		ARK	HSC6101	272
51000081	2	01/23/2006	Invoices	Original	USD		396.00		ARK	HSC6101	272
51000082				Original	USD		115.00		ARK	HSC6101	272
51000083				Original	USD		230.00		ARK	HSC6101	272

3. Scroll to the bottom of the screen.
4. Collapse the report by clicking on the symbol at the far left of the screen.

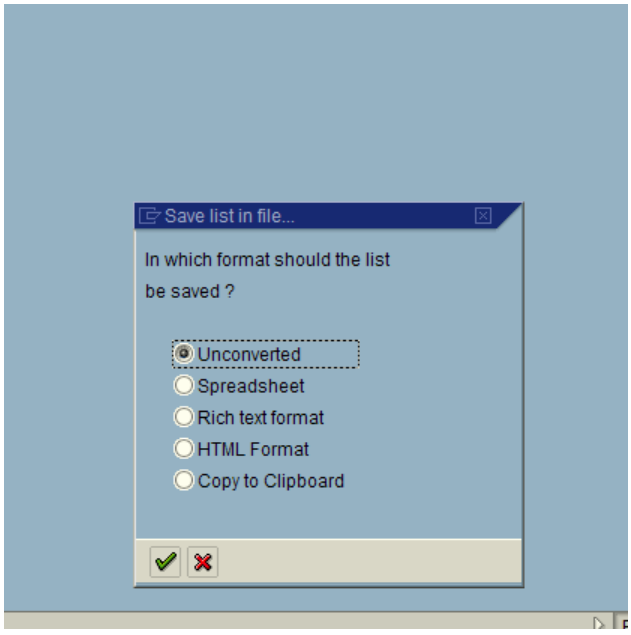


	10	02/21/2006	Purchase Orders	Original	USD		300.00	aqu...	ARK	HSC6101	272
4500000...					USD		300.00				
4500000824	10	03/06/2006	Purchase Orders	Adjustm...	USD		150.00	aqu...	ARK	HSC6101	272
	10	03/06/2006	Purchase Orders	Adjustm...	USD		150.00-	aqu...	ARK	HSC6101	272
	10	02/22/2006	Purchase Orders	Reduction	USD		150.00	aqu...	ARK	HSC6101	272
	10	02/22/2006	Purchase Orders	Reduction	USD		150.00-	aqu...	ARK	HSC6101	272
	10	02/21/2006	Purchase Orders	Original	USD		300.00	aqu...	ARK	HSC61	272
4500000...					USD		300.00				
4500000825	10	03/06/2006	Purchase Orders	Original	USD		950.00	Stor...	ARK	HSC6101	272
4500000...					USD		950.00				
					USD		244,2...				

5. Click on the “Local File” icon.



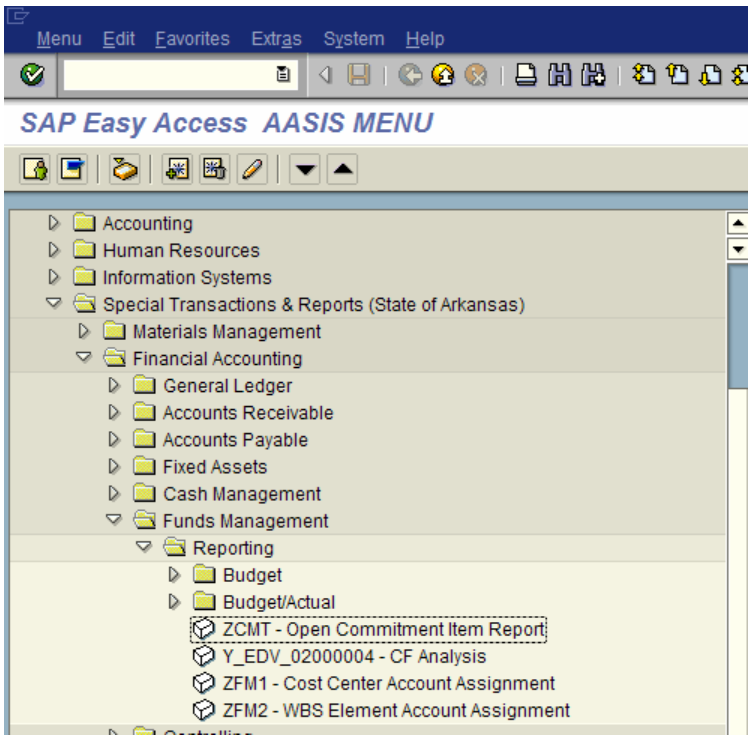
You will receive the below pop-up box. Choose the format you wish to save your report to. Click the “Green check” to continue. Name your file and choose where you want it saved on your computer.



Open Commitment Items – Transaction ZCMT

Menu Path: Special Transactions & Reports (State of Arkansas)>Financial Accounting>Funds Management>Reporting>Open Commitment Item Report

You can use this report to view commitment line items for the budget.

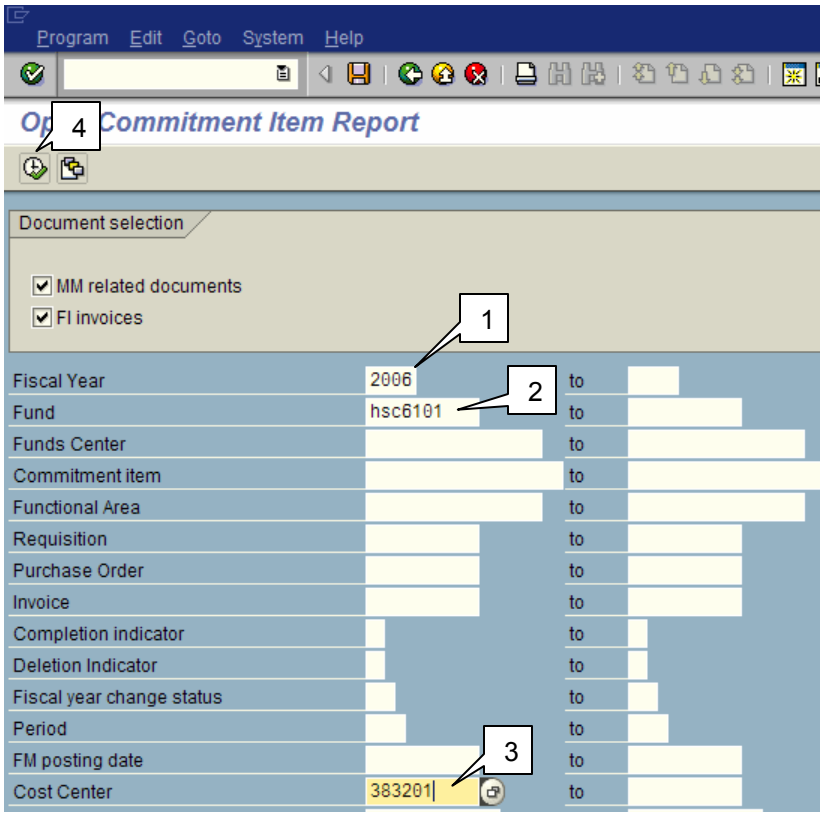


Selecting The Report

1. Enter the Fiscal Year
2. Enter the Fund
3. Enter the Cost Center

Make any other desired selections to narrow down the report.

4. Execute the report.

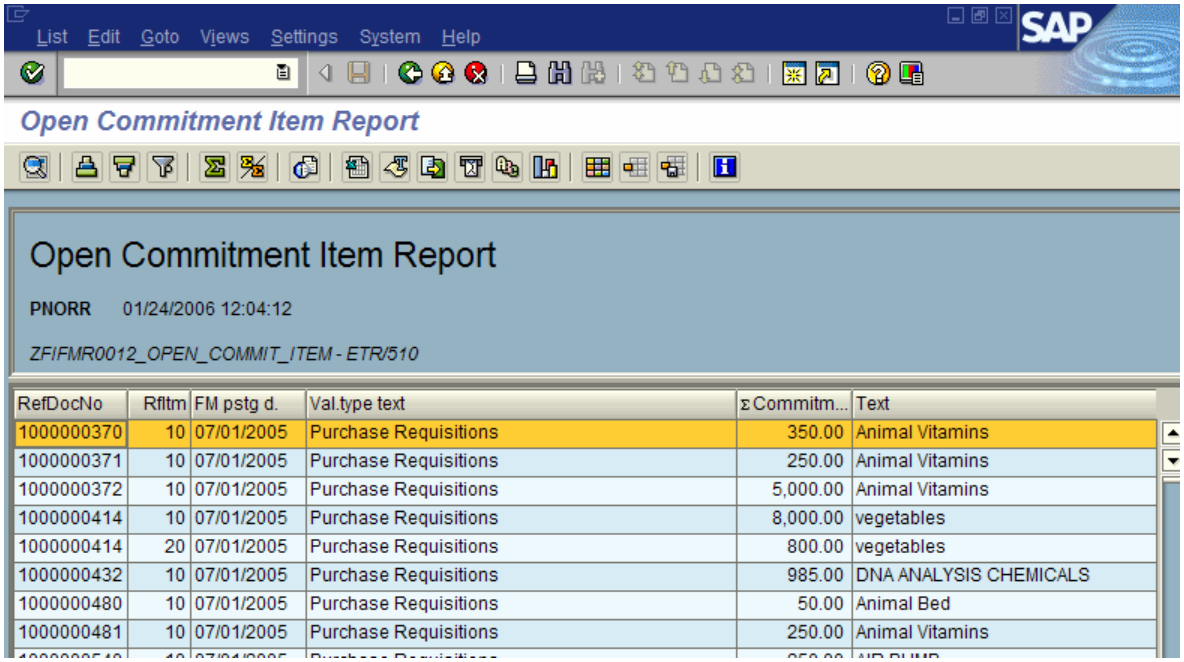


Viewing The Report

The report displays open commitment line items with cost object information. The total amount of outstanding commitments is equal to the commitment column on the Budget Report (Y_DEV_80000046). NOTE: You cannot drill down into the document from this report.

Commitment Balances

The balances of outstanding commitments by fund/funds center/commitment item for MM related documents and FI invoices are equal to the commitment balance on the Y_DEV_80000046 report.

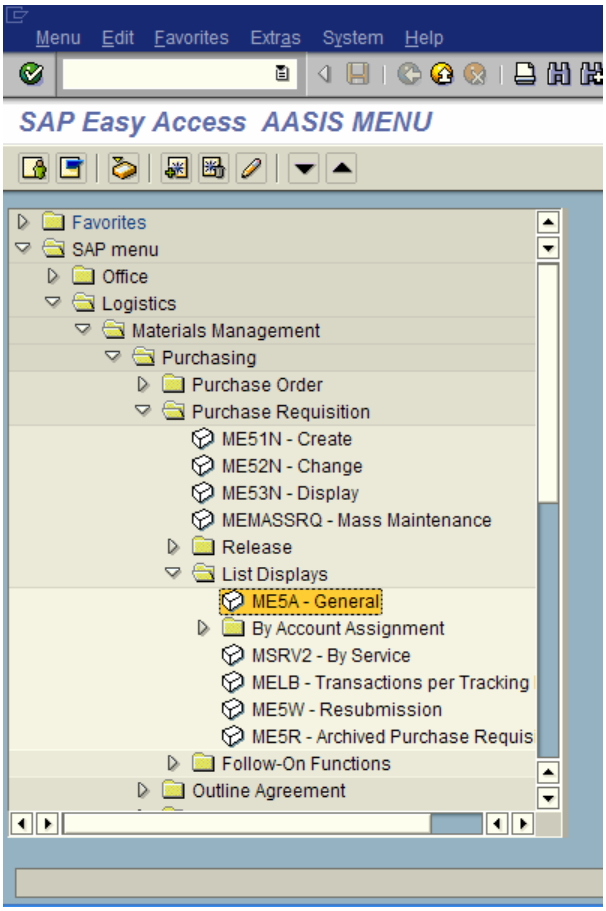


RefDocNo	Rfltm	FM pstg d.	Val.type text	Σ Commitm...	Text
1000000370	10	07/01/2005	Purchase Requisitions	350.00	Animal Vitamins
1000000371	10	07/01/2005	Purchase Requisitions	250.00	Animal Vitamins
1000000372	10	07/01/2005	Purchase Requisitions	5,000.00	Animal Vitamins
1000000414	10	07/01/2005	Purchase Requisitions	8,000.00	vegetables
1000000414	20	07/01/2005	Purchase Requisitions	800.00	vegetables
1000000432	10	07/01/2005	Purchase Requisitions	985.00	DNA ANALYSIS CHEMICALS
1000000480	10	07/01/2005	Purchase Requisitions	50.00	Animal Bed
1000000481	10	07/01/2005	Purchase Requisitions	250.00	Animal Vitamins

List Display Of Purchase Requisitions – Transaction ME5A

Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>List Displays>General.

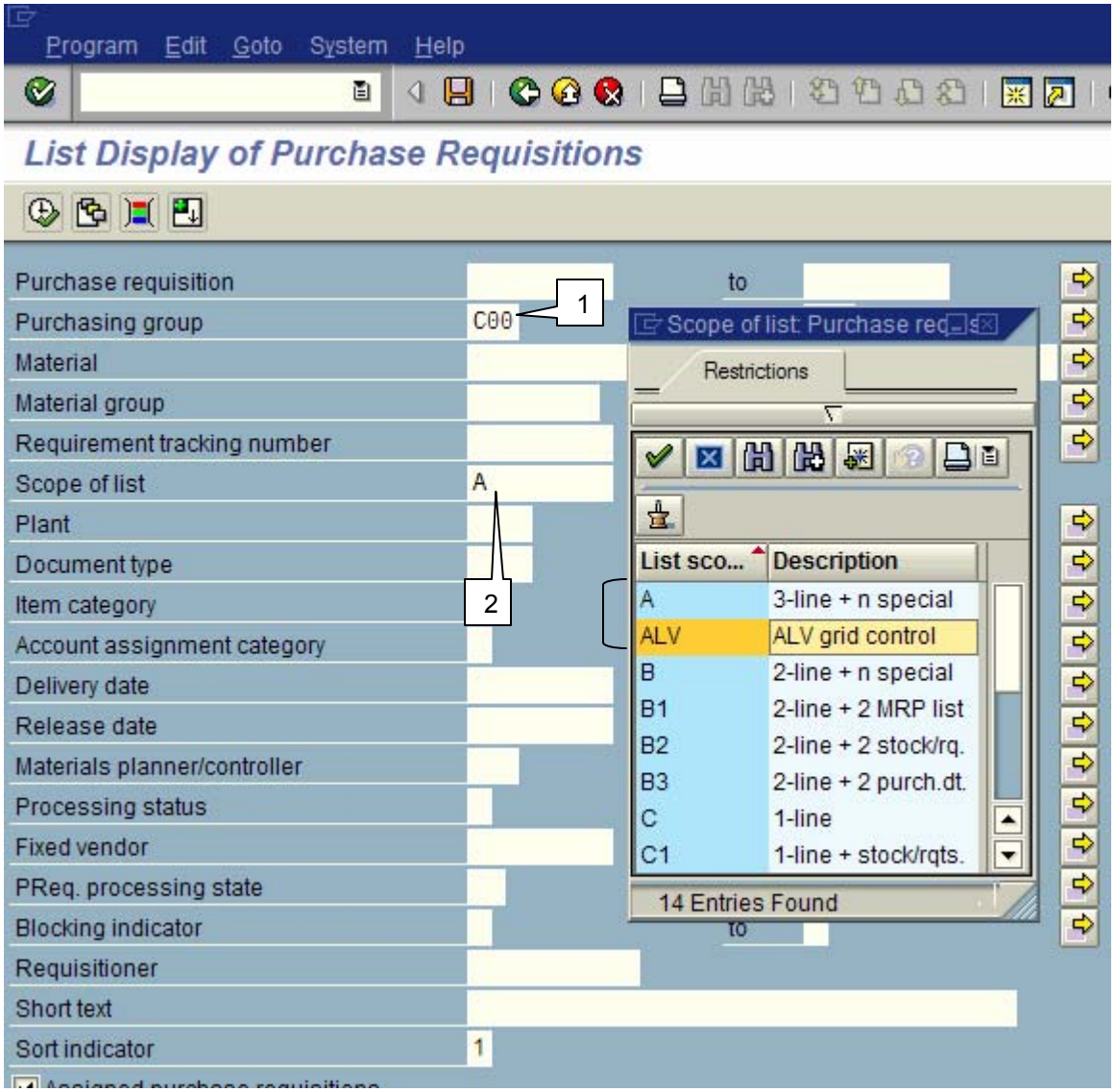
The “List Display of Purchase Requisitions” Report will display a list of all open requisitions. Account assignment information is not available on the report; however, this can be viewed by the drill down option.



Selecting The Report

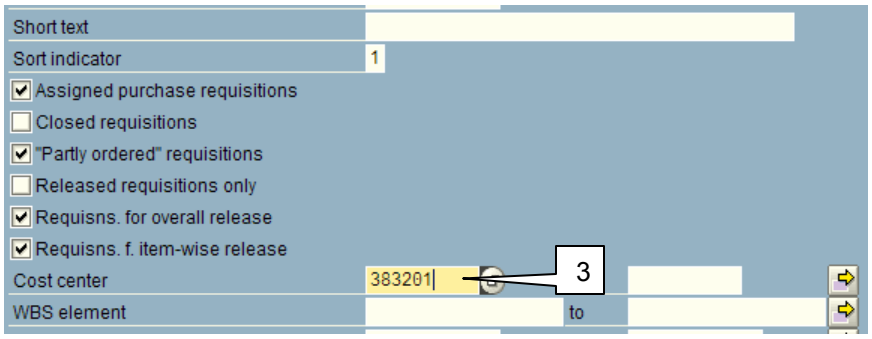
1. Narrow your search. In this example we are pulling up all open requisitions created by a particular buyer (purchasing group).
2. What you choose to enter in the “Scope of List” field will determine how you will view the report. The most common views are “A” (3 – line + n special and “ALV” (ALV grid control). Both views will be demonstrated.

Once you finish limiting your search, scroll down to the bottom of the screen for additional selection criteria.

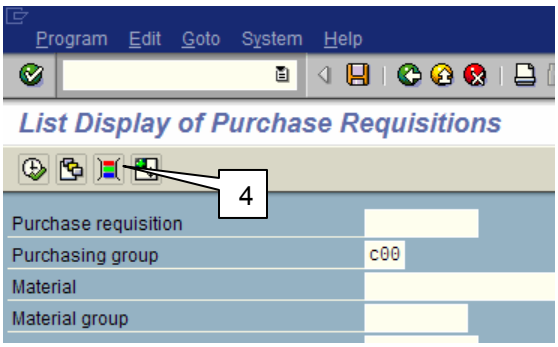


Selecting The Report (Continued)

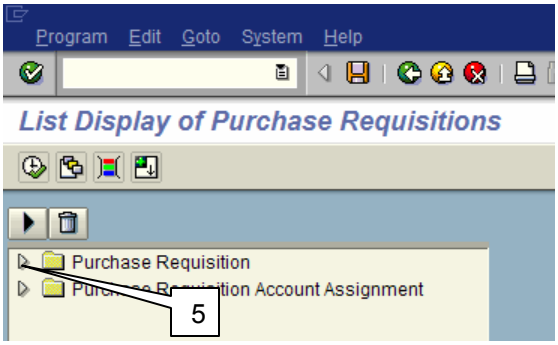
3. Continue to narrow your search as needed. In this example, the cost center was entered.



4. Click the dynamic selections icon to narrow the report by purchasing organization (Business Area).

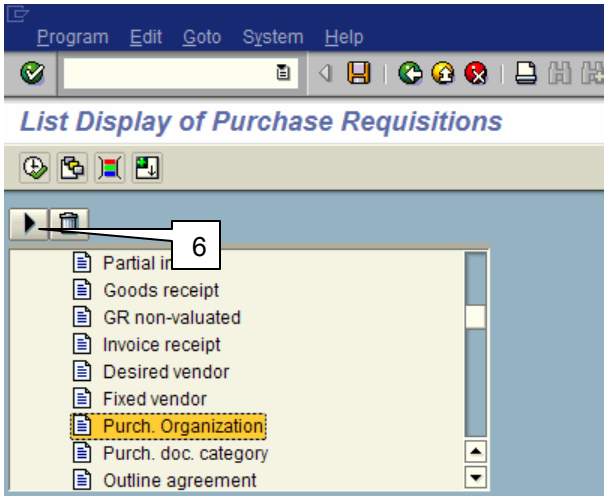


5. Click the arrow next to the Purchase Requisition folder to open.

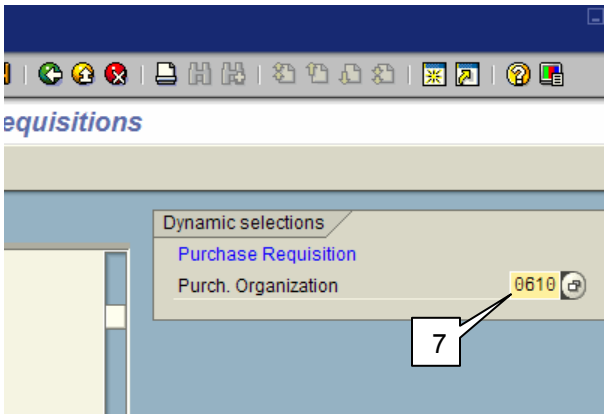


Selecting The Report (Continued)

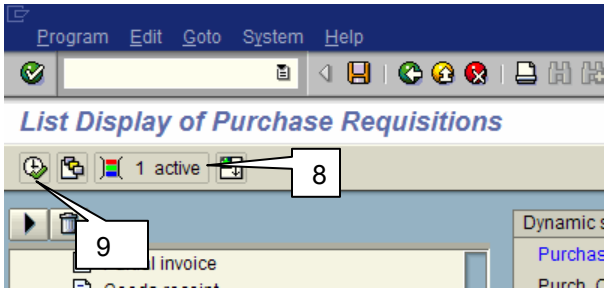
6. Scroll down to “Purch. Organization”. Click on it to highlight and click the black arrow. NOTE: You can use any selection on the list to narrow your search.



7. The “Purchase Organization” field appears on the right side of your screen. Type in the purchase organization and click enter.



8. The dynamic selection button now shows 1 active.
9. Click the execute icon to continue.

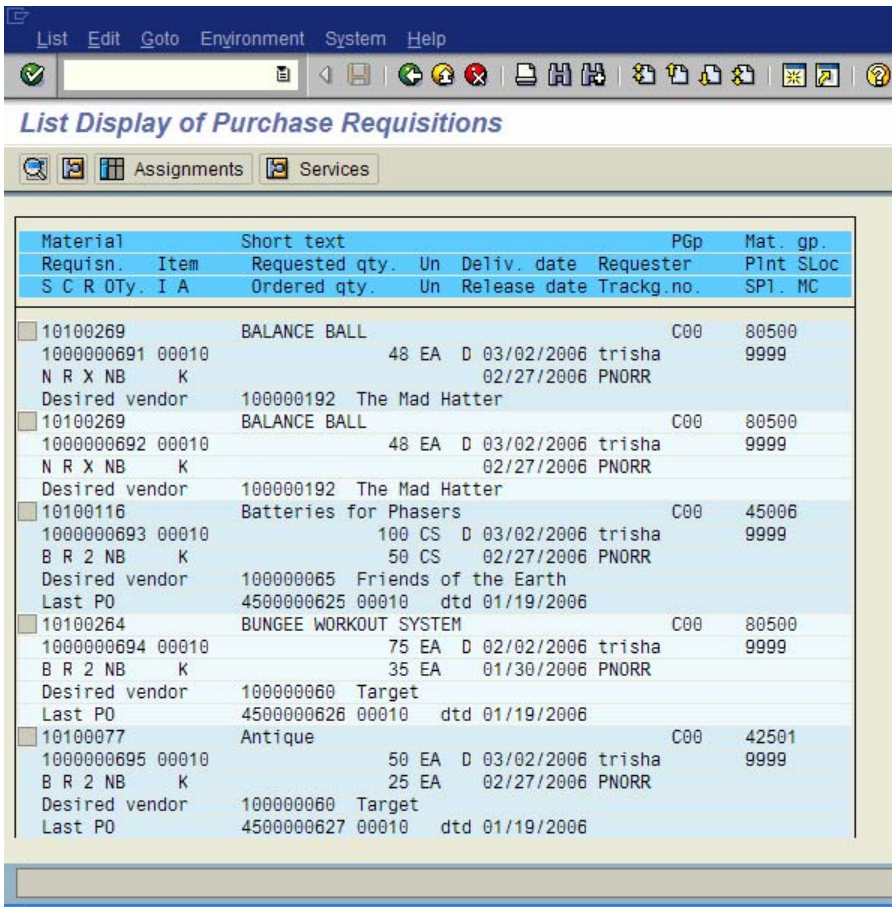


Viewing The Report

The “List Display of Purchase Requisitions” Report gives a list of all open lines meeting your search criteria. The report will list the quantity requested on each purchase requisition, and if any quantity has been ordered against a particular purchase requisition.

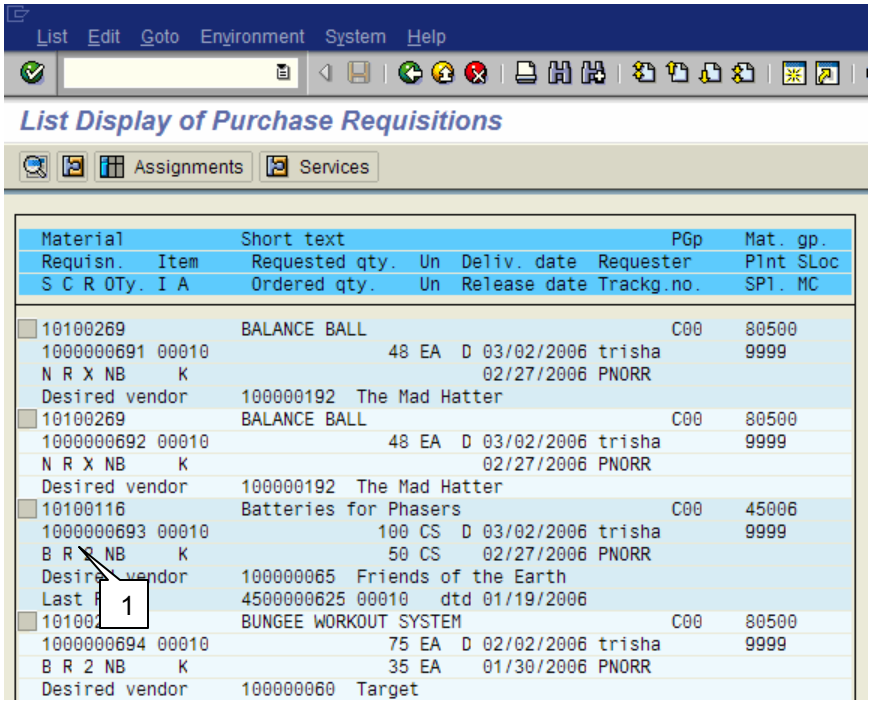
1. Purchase Requisition number 1000000691 displays that 48 balance balls were requested but none have been ordered.
2. Purchase Requisition number 1000000693 displays that 100 cases of batteries were requested and a purchase order was created for 50 cases. That leaves 50 cases left on the purchase requisition.

NOTE: This view is the “A” (3 – line + n special).

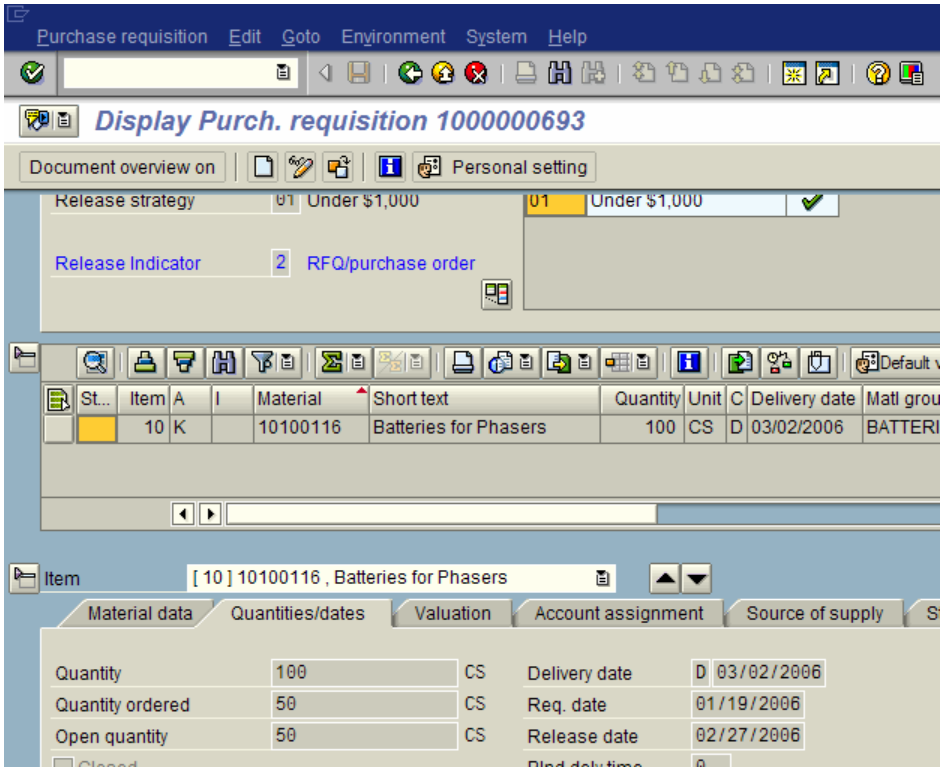


"List Display Of Purchase Requisitions" Drill Down

1. Double click on the document number that you wish to view.

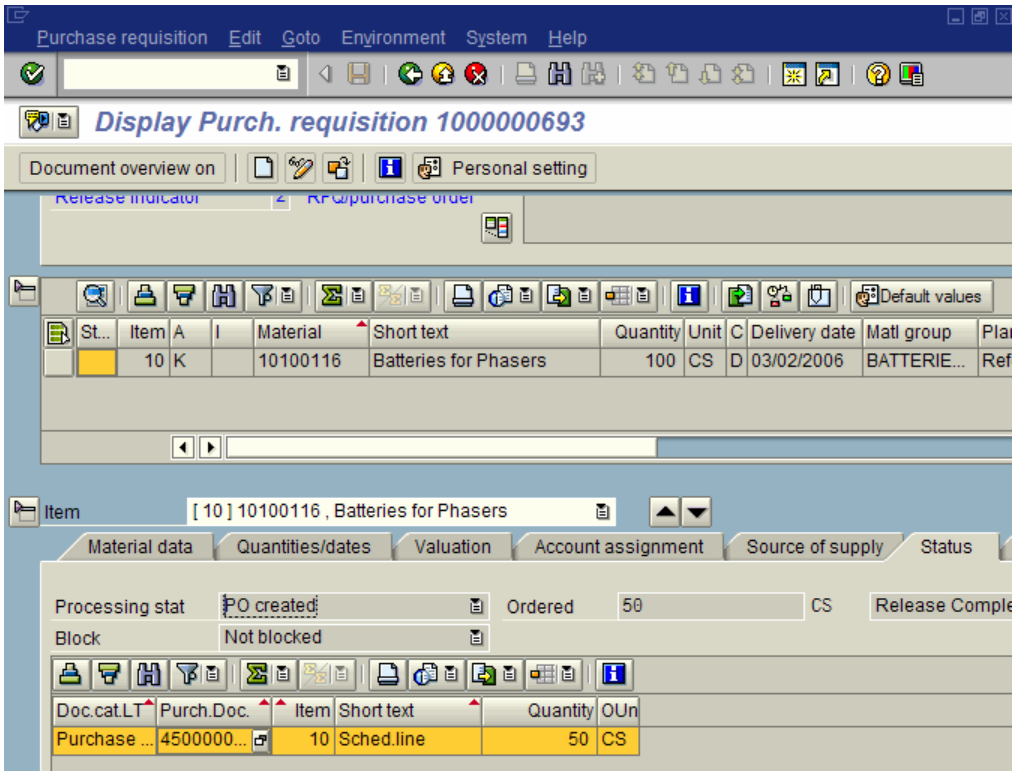


Once you are in the purchase requisition, click on the "Quantities/dates" tab. This will show you the quantity requested, quantity ordered and the open (not yet received) quantity. Next, click on the "Status" tab.

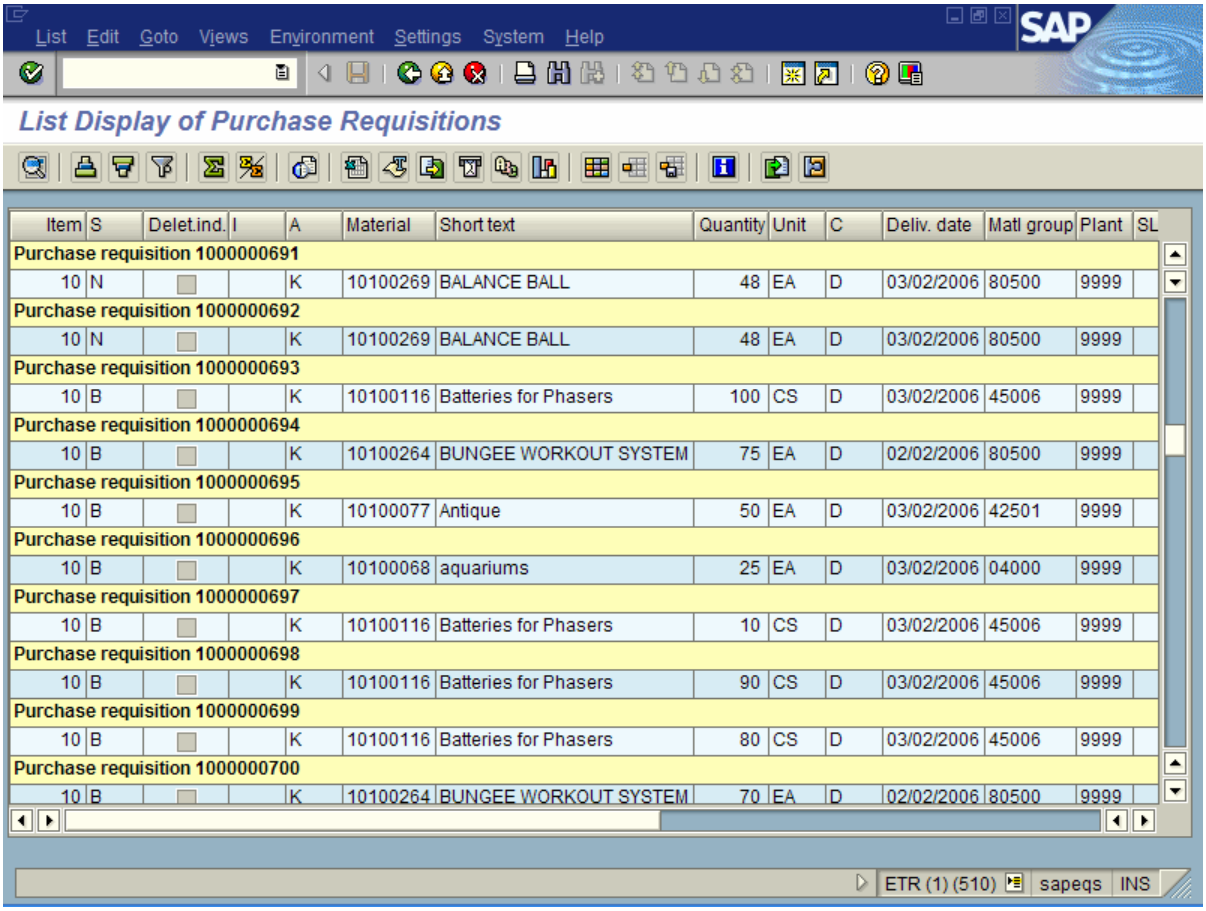


"List Display Of Purchase Requisitions" Drill Down (Continued)

The "Status" tab shows the PO that was created and released, and the quantity ordered. You can also view the quantity ordered. You can drill down further to the PO document by double clicking on the PO number.



This is transaction “ME5A” in ALV grid control view. You can still drill down to the documents. This screen makes it easier to import into an Excel spreadsheet.

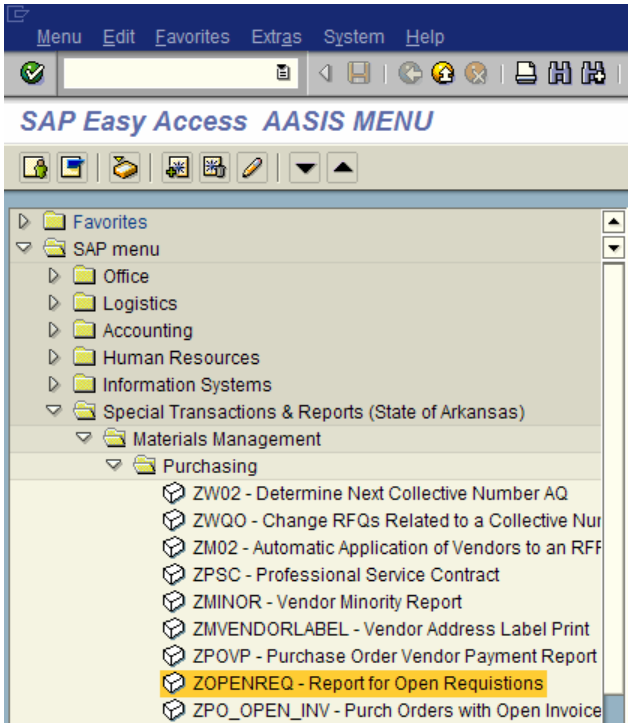


Item	S	Delet.ind.	I	A	Material	Short text	Quantity	Unit	C	Deliv. date	Matl group	Plant	SL
Purchase requisition 1000000691													
10	N			K	10100269	BALANCE BALL	48	EA	D	03/02/2006	80500	9999	
Purchase requisition 1000000692													
10	N			K	10100269	BALANCE BALL	48	EA	D	03/02/2006	80500	9999	
Purchase requisition 1000000693													
10	B			K	10100116	Batteries for Phasers	100	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000694													
10	B			K	10100264	BUNGEE WORKOUT SYSTEM	75	EA	D	02/02/2006	80500	9999	
Purchase requisition 1000000695													
10	B			K	10100077	Antique	50	EA	D	03/02/2006	42501	9999	
Purchase requisition 1000000696													
10	B			K	10100068	aquariums	25	EA	D	03/02/2006	04000	9999	
Purchase requisition 1000000697													
10	B			K	10100116	Batteries for Phasers	10	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000698													
10	B			K	10100116	Batteries for Phasers	90	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000699													
10	B			K	10100116	Batteries for Phasers	80	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000700													
10	B			K	10100264	BUNGEE WORKOUT SYSTEM	70	EA	D	02/02/2006	80500	9999	

Report For Open Purchase Requisitions – Transaction ZOPENREQ

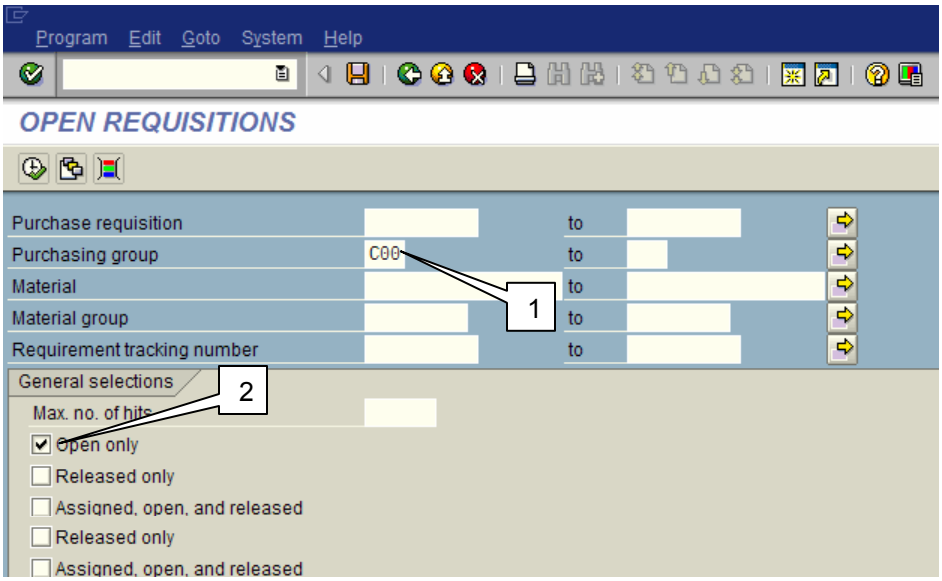
Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>ZOPENREQ.

This custom report provides users with account assignment information not displayed in ME5A. Displayed in the report are the Fund, Funds Center and Commitment Item; however, it does not have drill down capability.

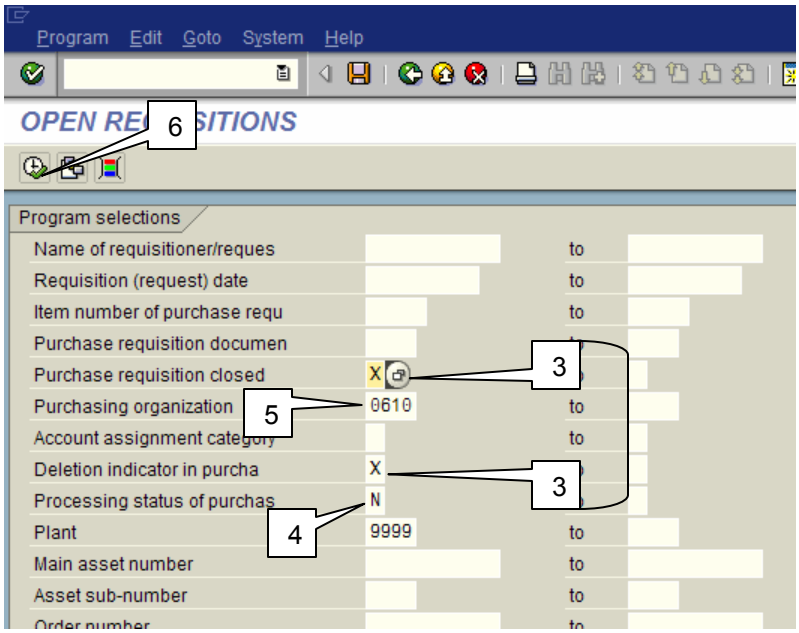


Selecting The Report

1. Narrow your search. In this example, enter the purchasing group number.
2. Leave the "Open only" box checked. Scroll down to continue.

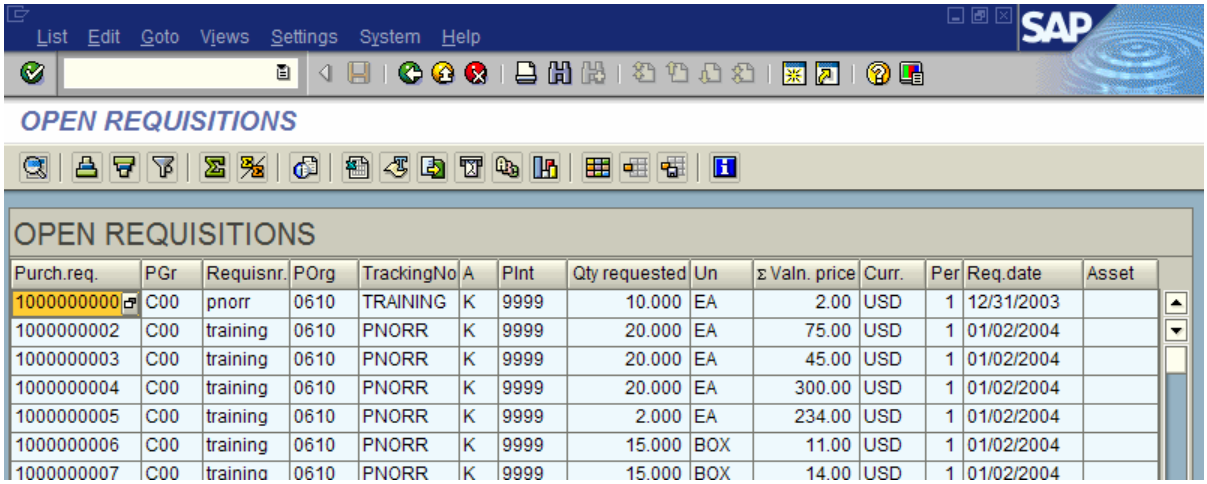


3. Take the "X"'s out of the "Purchase requisition closed" field and the "Deletion Indicator" field. The report will not include purchase requisitions that have been closed or deleted.
4. Take the "N" out of the "Processing status of purchase" field.
5. Enter your Business Area, in the "Purchasing organization" field.
6. Click "Execute" to continue.



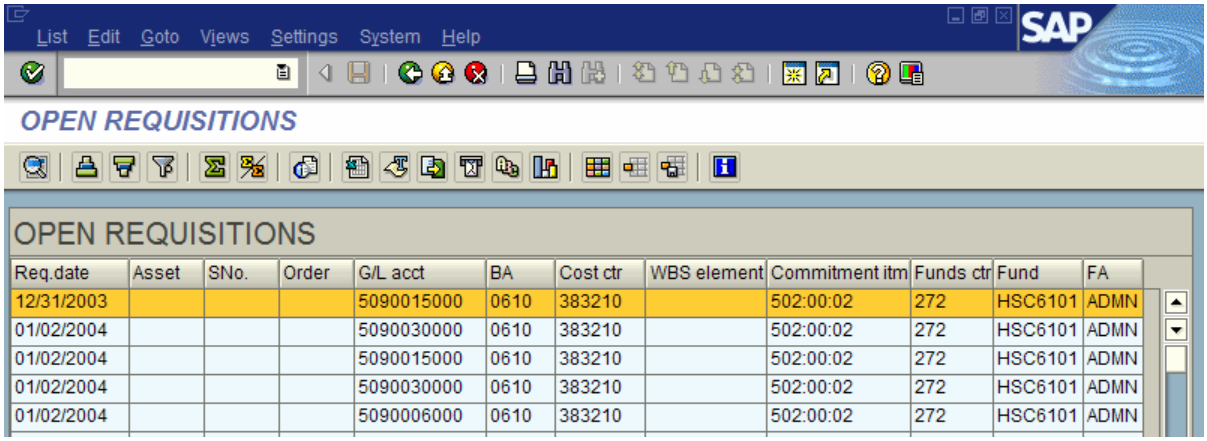
Viewing The Report

This report does not have drill-down capability. You can view the purchase requisition number, purchasing group, requisitioner, purchasing organization, tracking no., account assignment, plant, quantity requested, unit of measure, valuation price, currency, “per each” column and the requisition date. Scroll to the right to view the rest of the report.



Purch.req.	PGr	Requisnr.	POrg	TrackingNo	A	Plnt	Qty requested	Un	Σ Valn. price	Curr.	Per	Req.date	Asset
1000000000	C00	pnorr	0610	TRAINING	K	9999	10.000	EA	2.00	USD	1	12/31/2003	
1000000002	C00	training	0610	PNORR	K	9999	20.000	EA	75.00	USD	1	01/02/2004	
1000000003	C00	training	0610	PNORR	K	9999	20.000	EA	45.00	USD	1	01/02/2004	
1000000004	C00	training	0610	PNORR	K	9999	20.000	EA	300.00	USD	1	01/02/2004	
1000000005	C00	training	0610	PNORR	K	9999	2.000	EA	234.00	USD	1	01/02/2004	
1000000006	C00	training	0610	PNORR	K	9999	15.000	BOX	11.00	USD	1	01/02/2004	
1000000007	C00	training	0610	PNORR	K	9999	15.000	BOX	14.00	USD	1	01/02/2004	

When you scroll over you can view your account assignment information. You can view if there is an asset, asset sub-number or internal order number associated with a particular purchase requisition. You can view the g/l account, business area, cost center, WBS element (if on the requisition) and the budget quad, which consists of commitment item, fund, funds center and functional area.

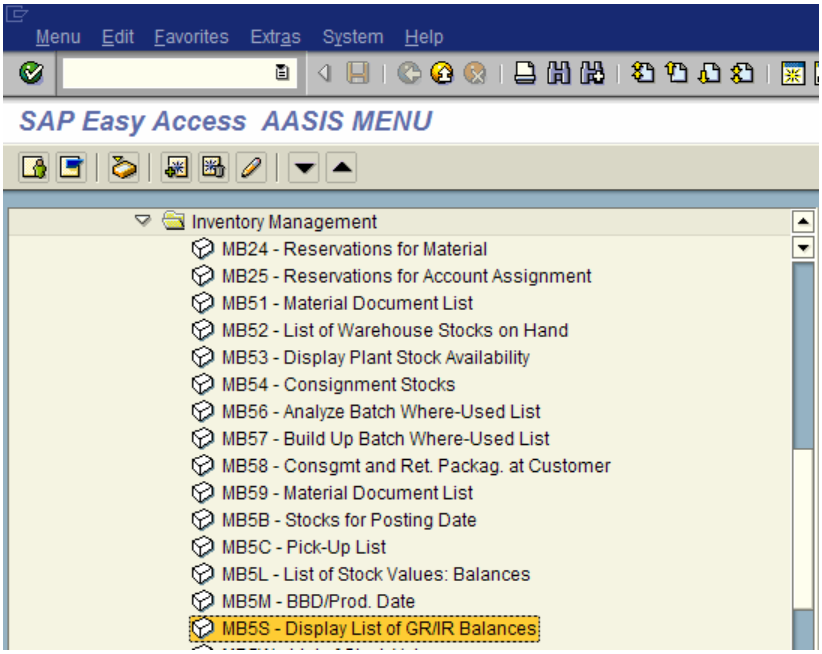


Req.date	Asset	SNo.	Order	G/L acct	BA	Cost ctr	WBS element	Commitment itm	Funds ctr	Fund	FA
12/31/2003				5090015000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090030000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090015000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090030000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090006000	0610	383210		502:00:02	272	HSC6101	ADMN

Display List Of GR/IR Balances – Transaction MB5S

Menu Path: Information Systems>General Report Selection>Materials Management>Inventory Management>Display List of GR/IR Balances

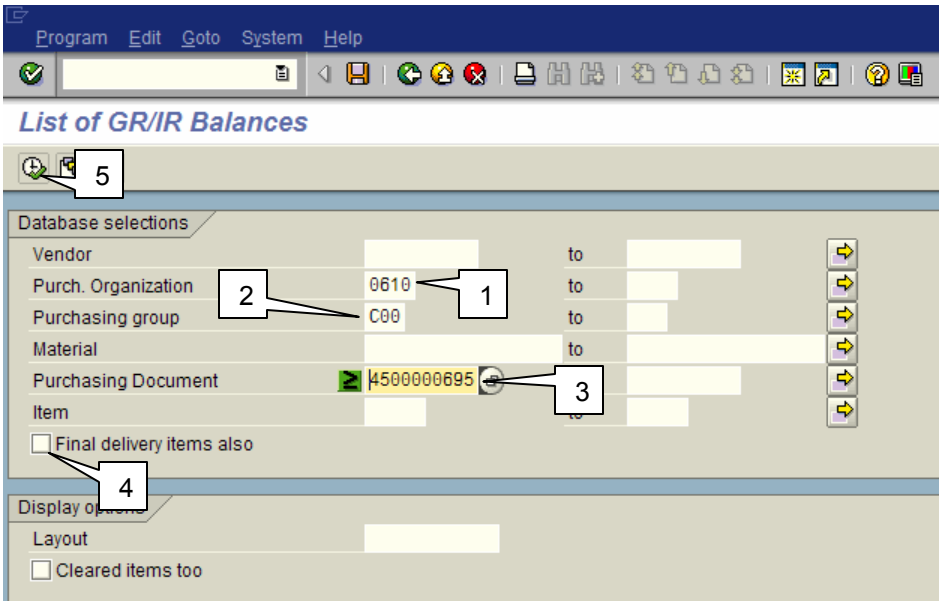
This report will let you view a list of your Goods Receipt/Invoice Receipt (GR/IR) balances.



Selecting The Report

1. Enter the purchase organization number.
2. Enter the purchasing group number.
3. The output can be restricted to documents created in a specific fiscal year by entering the first PO created in that fiscal year. Double click in the "Purchasing Document" field and select the symbol "Greater than or equal to".
4. Remove the checkmark from the "Final delivery items also" box.
5. Click the "execute" icon to continue.

NOTE: You can run the report ME2N to locate the first PO number created in the fiscal year for your business area. Run it by PO document date.



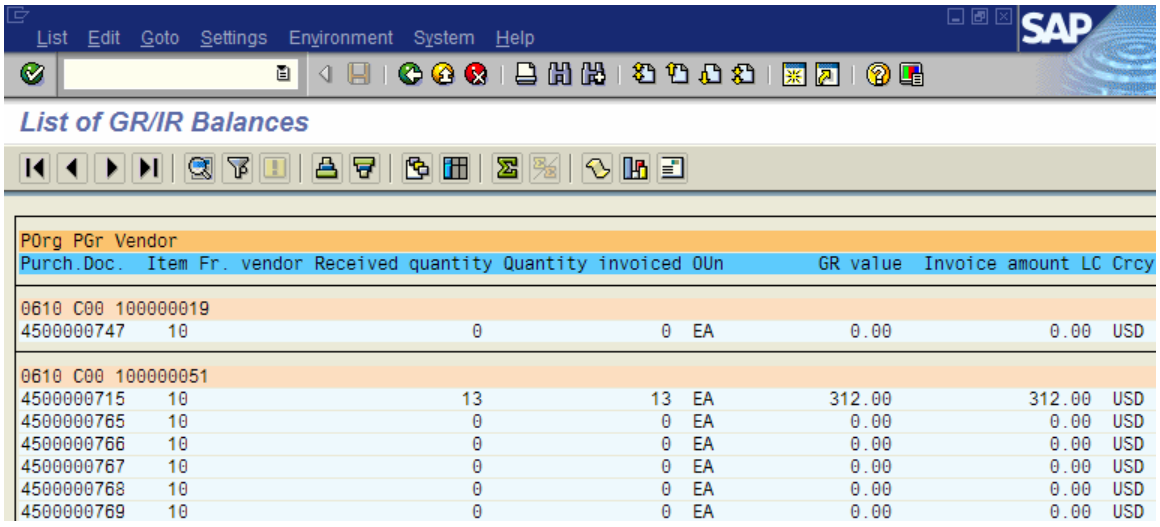
Viewing The Report

The list shows purchase orders where Goods Receipt (GR) quantities and Invoice Receipt (IR) quantities do not balance.

You can view the Purchasing Organization, Purchasing Group, Vendor, Purchasing Document Number, Item Number, Received Quantity, Quantity Invoiced (the IR quantity and amount will be zero if no invoice receipt was posted for items received), Unit of Measure, GR Value, Invoice Amount, and Currency.

This information can be used to determine if errors have occurred in posting goods receipts and/or invoice receipts or to determine open purchase orders where goods receipts have been posted and agencies are still awaiting the vendor invoice.

You may double click on any PO line to drill into the PO display transaction to view purchase order history associated with that line.

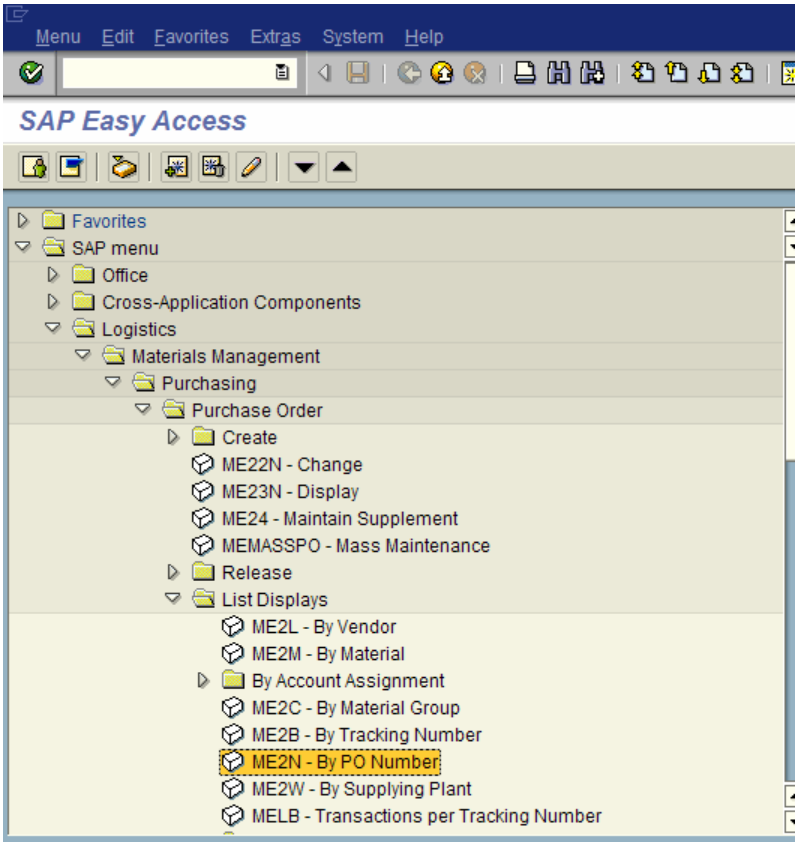


POrg	PGr	Vendor	Purch.Doc.	Item	Fr. vendor	Received quantity	Quantity invoiced	OUn	GR value	Invoice amount LC	Crcy
0610	C00	100000019									
			4500000747	10		0	0	EA	0.00	0.00	USD
0610	C00	100000051									
			4500000715	10		13	13	EA	312.00	312.00	USD
			4500000765	10		0	0	EA	0.00	0.00	USD
			4500000766	10		0	0	EA	0.00	0.00	USD
			4500000767	10		0	0	EA	0.00	0.00	USD
			4500000768	10		0	0	EA	0.00	0.00	USD
			4500000769	10		0	0	EA	0.00	0.00	USD

Purchasing Documents Per Document Number – Transaction ME2N

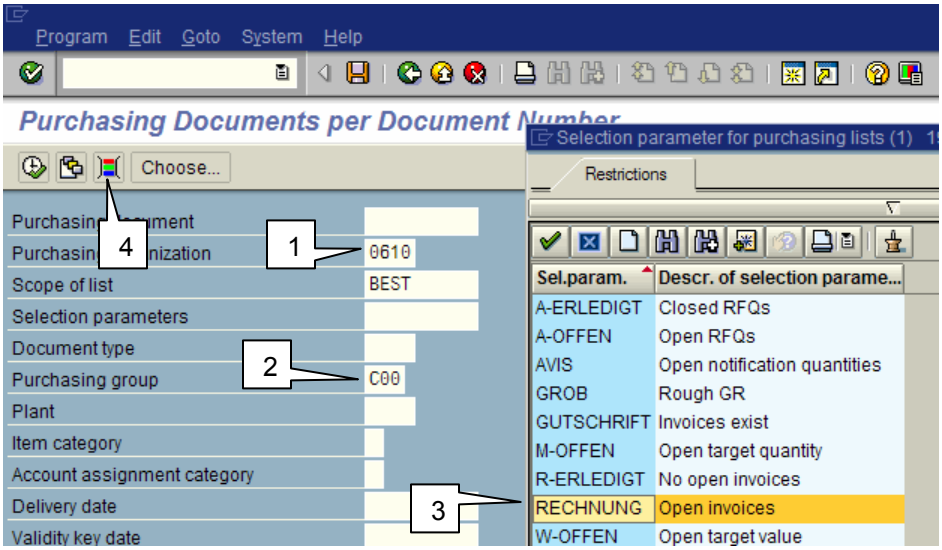
Menu Path: Logistics>Materials Management>Purchasing>Purchase Order>List Displays>By PO Number

Run transaction ME2N to find Purchase Orders with open goods receipts as well as open invoices. This report does not contain account assignment information. Use "Dynamic Selection" and "Selection Options" to narrow the search to identify all open purchase orders. ME2N provides drill down capability.

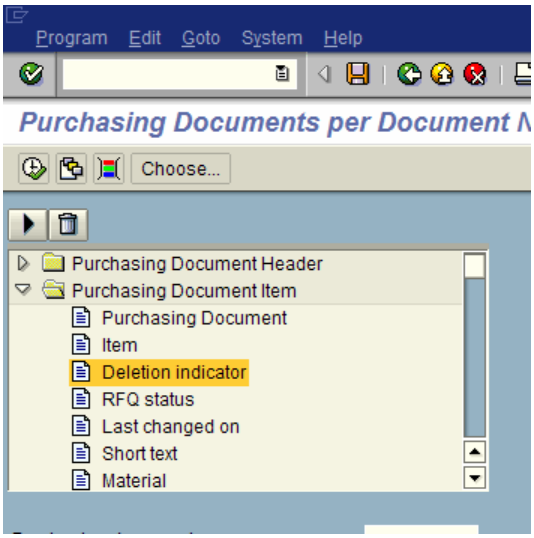


Selecting The Report

1. Enter the Purchasing Organization.
2. Enter the Purchasing Group.
3. Place the cursor in the “Selection parameters” box and click the match code (drop-down button) to search. Select “RECHUNG”. This will exclude all PO’s which have been completely receipted and invoiced.
4. Click the Dynamic Selections Button to continue.

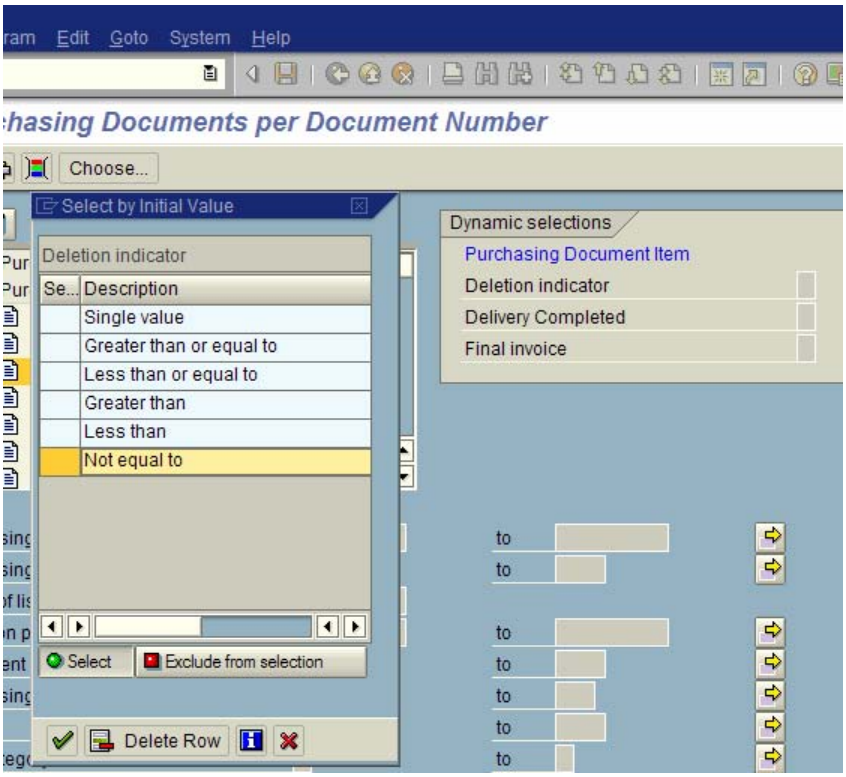


The report should include purchase orders in which the items have not been deleted or the final invoice and delivery complete indicators have not been set. To select these fields, open the Purchasing Document item folder. Click on “Deletion indicator”. Hold down the control key and click on “Delivery completed” and “Final invoice”. (You will have to scroll down to find “Final invoice” and “Delivery complete”). All of these items should be highlighted. Click on the black arrow facing to the right to continue.

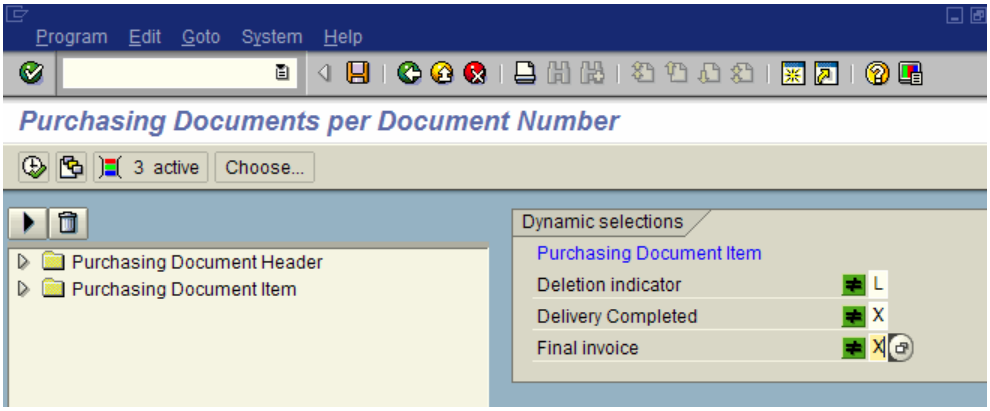


Selecting The Report (Continued)

Place the cursor in the “Deletion indicator” box and double click. A pop up box will appear. Select “not equal to”, green check, and then type an “L” in the “Deletion indicator” box. This tells the system that you want to see purchase orders that have not been deleted.



Repeat the selection options/not equal to process in the “Delivery completed” and “Final invoice” boxes, except this time place an “X” in each box. This will eliminate any PO that has had “Final Invoice” and “Delivery Complete” indicators set. Execute the report to continue.



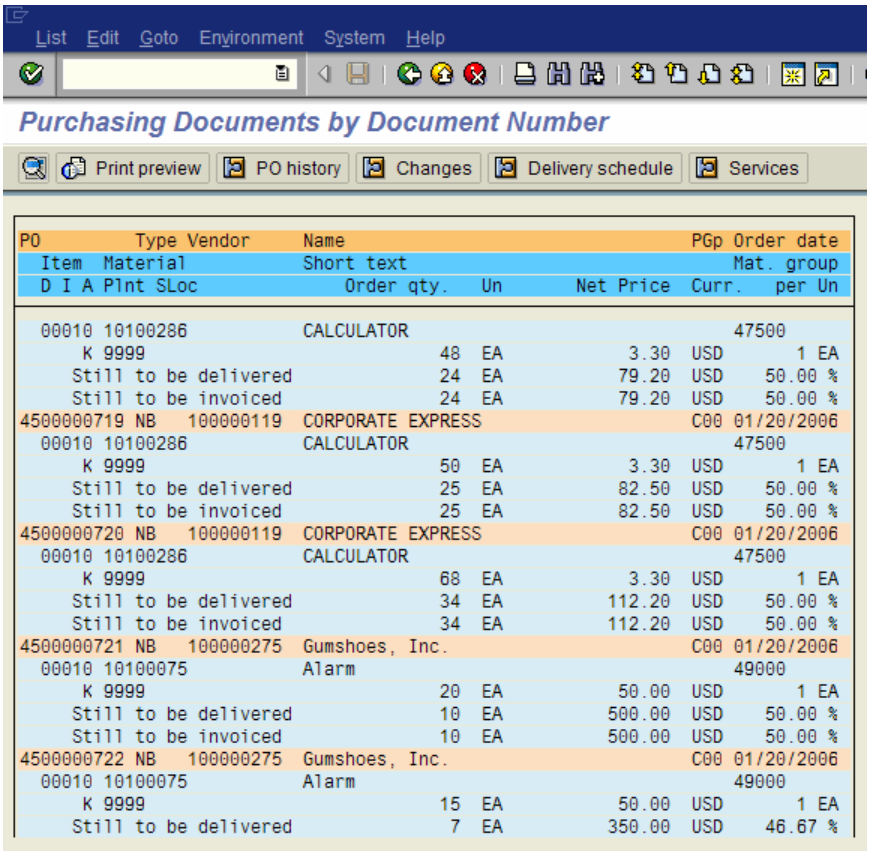
Viewing The Report

The report will only include current open purchase orders. Since this is a drill down report, you can double click on a purchase order number to view the actual document.

From this report, you can see the status of the POs listed on the report. For example, if the purchase order shows that there are no more materials still to be delivered but still some to be invoiced, then you should examine the date of the purchase order and the date of the receipt. If sufficient time has passed for the vendor to have sent an invoice, then you should check with the Accounts Payable team to see if the invoice was paid using a direct invoice (FB60). If no invoice was received then the vendor should be contacted to obtain the invoice for the purchase order.

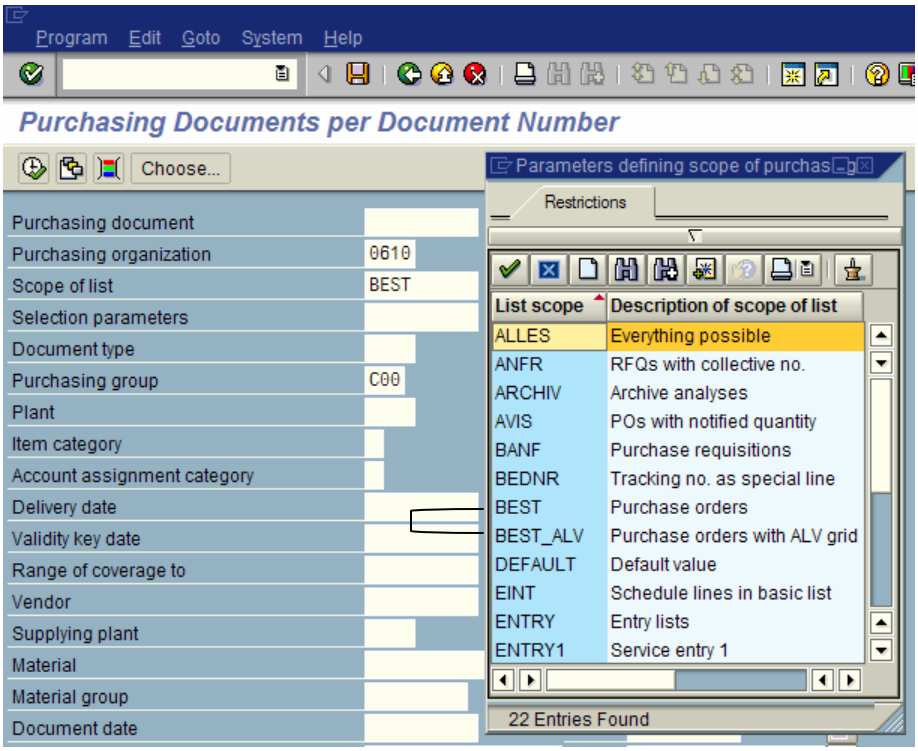
NOTE: If the vendor invoice was paid through transaction FB60, you will need to delete the MM documents, starting with the Goods Receipt, and going all the way back to the requisition.

Reversing a Goods Receipt for an asset will reduce the value of the asset. If reversing due to payment through a FB60, then an expense error correction would be needed to restore the value to the asset. Contact your Asset Management Specialist.

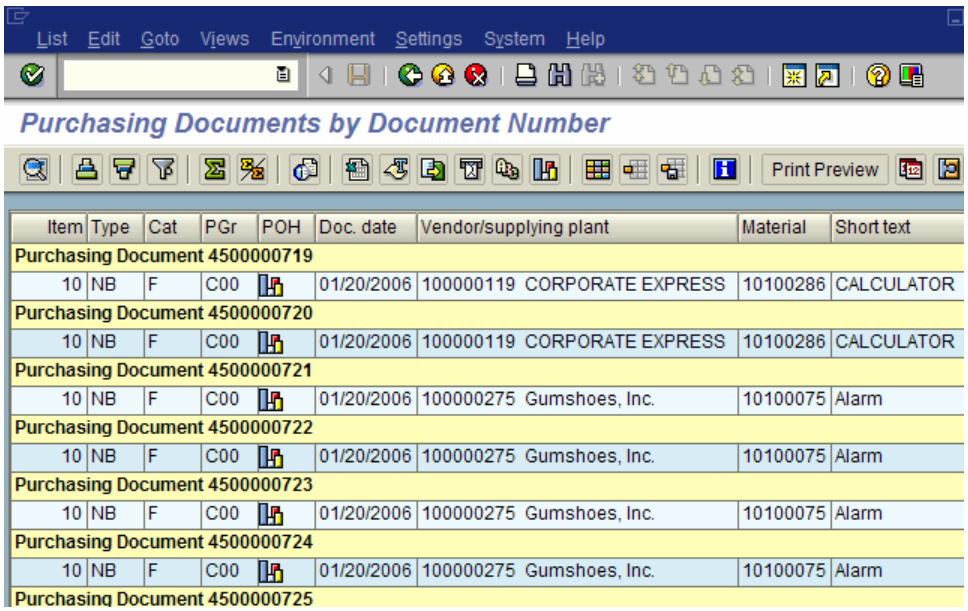


As with ME5A you can change the way you view the report.

“BEST” will default in the “Scope of list” field. This will bring up the view that is on the previous page.



If you enter “BEST_ALV” in the “Scope of list” field the display will look as follows:



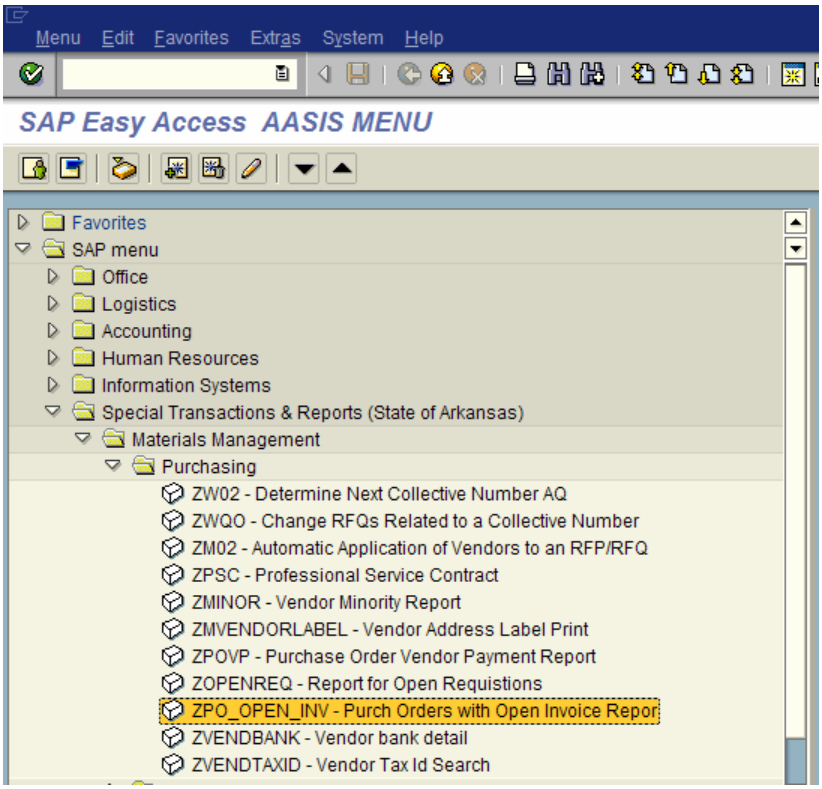
Item	Type	Cat	PGr	POH	Doc. date	Vendor/supplying plant	Material	Short text
Purchasing Document 4500000719								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000720								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000721								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000722								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000723								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000724								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000725								

Purchase Orders With Open Invoice Report – Transaction ZPO_OPEN_INV

Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>Purchase Orders with Open Invoice Report

This report lists purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO). Possibly there is not corresponding invoice receipt because Transaction FB60 was used by mistake. Check with your agency's Accounts Payable person.

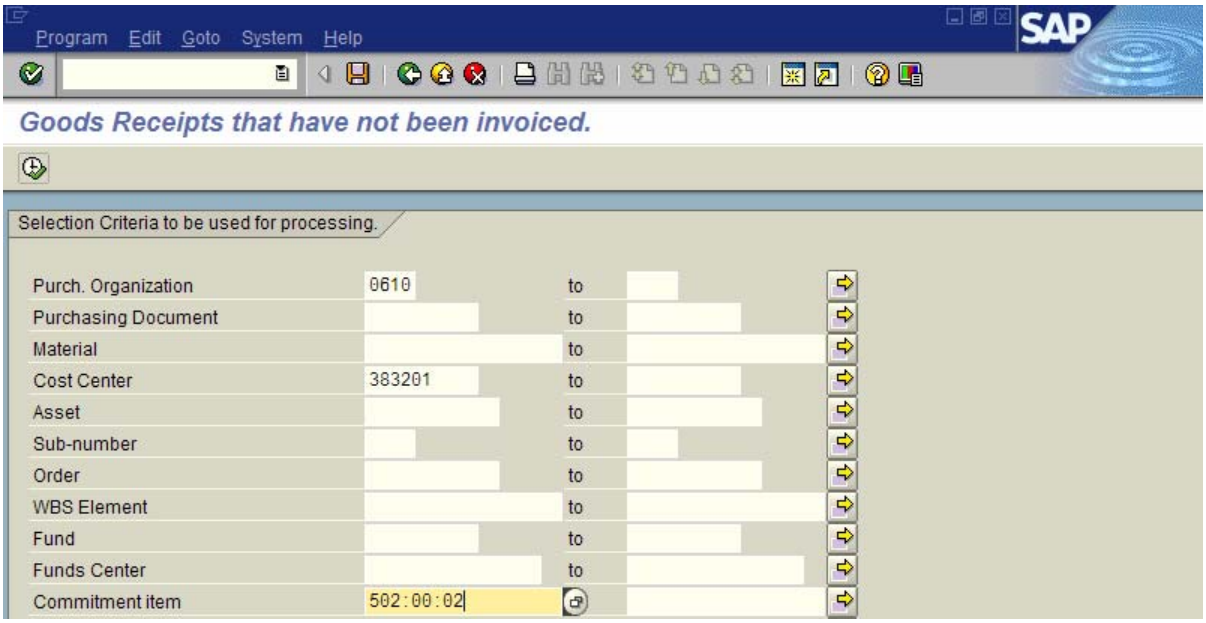
This report looks at large amounts of data, so users should be specific in making report selections (run by cost center, if possible).



Selecting The Report

In this example, search criteria are purchasing organization, cost center and commitment item. Note the other options and the option of searching by range or multiple selections.

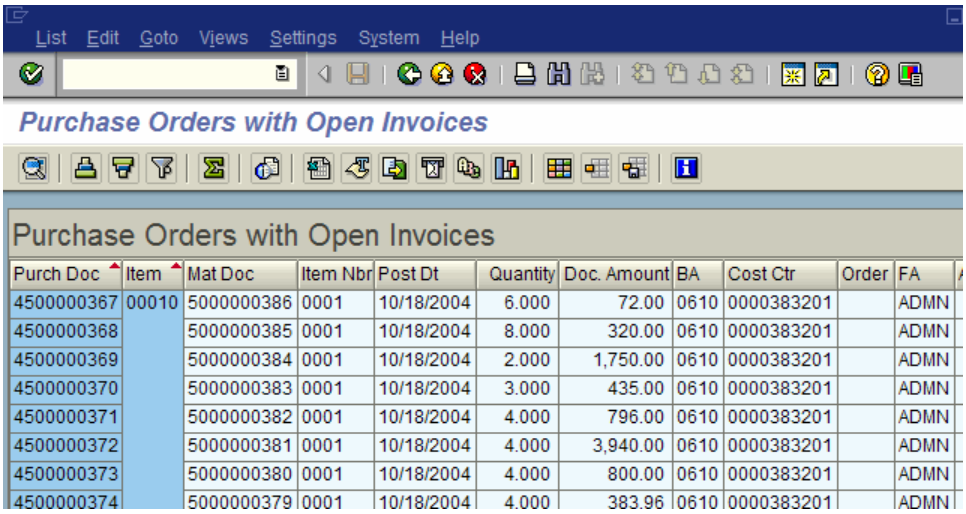
Execute to continue.



Viewing The Report

This report will display the purchase order and material document numbers, the posting date, quantity, amount, business area, cost center, internal order number (if applicable) and the functional area.

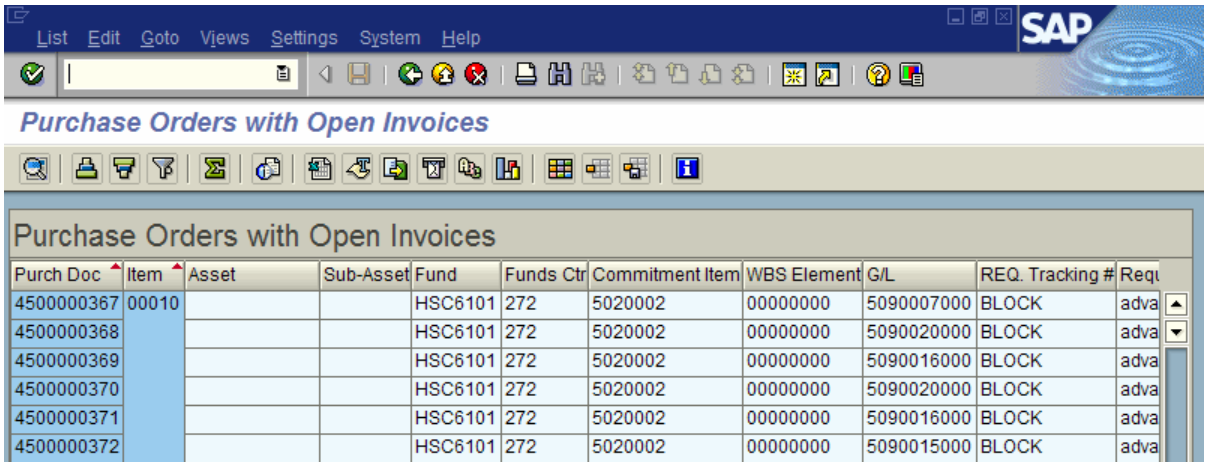
Scroll to the right to continue viewing.



Purch Doc	Item	Mat Doc	Item Nbr	Post Dt	Quantity	Doc. Amount	BA	Cost Ctr	Order	FA
4500000367	00010	5000000386	0001	10/18/2004	6.000	72.00	0610	0000383201		ADMN
4500000368		5000000385	0001	10/18/2004	8.000	320.00	0610	0000383201		ADMN
4500000369		5000000384	0001	10/18/2004	2.000	1,750.00	0610	0000383201		ADMN
4500000370		5000000383	0001	10/18/2004	3.000	435.00	0610	0000383201		ADMN
4500000371		5000000382	0001	10/18/2004	4.000	796.00	0610	0000383201		ADMN
4500000372		5000000381	0001	10/18/2004	4.000	3,940.00	0610	0000383201		ADMN
4500000373		5000000380	0001	10/18/2004	4.000	800.00	0610	0000383201		ADMN
4500000374		5000000379	0001	10/18/2004	4.000	383.96	0610	0000383201		ADMN

This report will also display the asset or sub-asset number (if applicable), fund, funds center, commitment item, WBS element (if applicable), G/L code, tracking number and requisitioner.

Remember, you cannot drill down from this report.



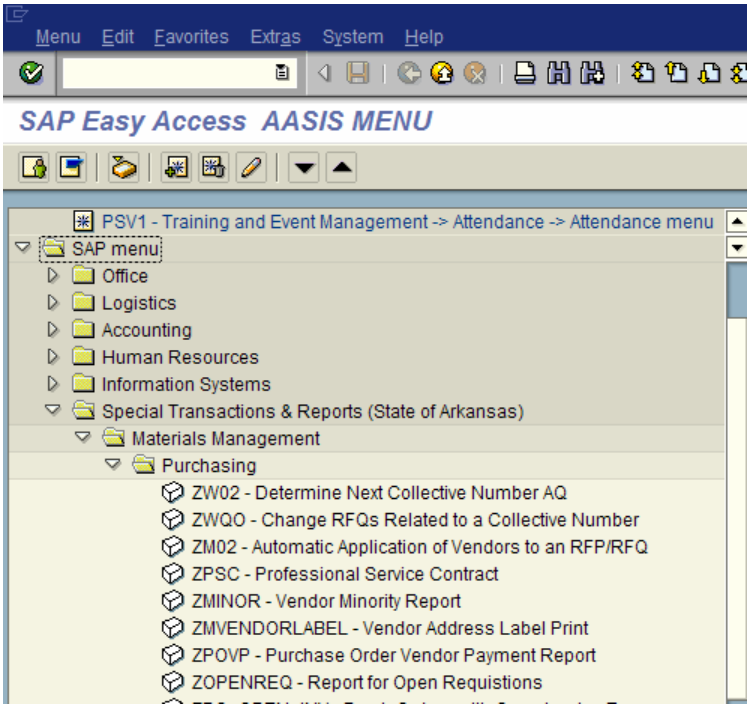
Purch Doc	Item	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item	WBS Element	G/L	REQ. Tracking #	Requ
4500000367	00010			HSC6101	272	5020002	00000000	5090007000	BLOCK	adva
4500000368				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000369				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000370				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000371				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000372				HSC6101	272	5020002	00000000	5090015000	BLOCK	adva

Purchase Order Vendor Payment Report – Transaction ZPOVP

Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>Purchase Order Vendor Payment Report

This report will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).

This report can be selected by purchasing organization or vendor. The report displays purchase orders and payments to vendors selected if the vendor selected has existing purchase orders. You will be able to pinpoint potential problems for further investigation.

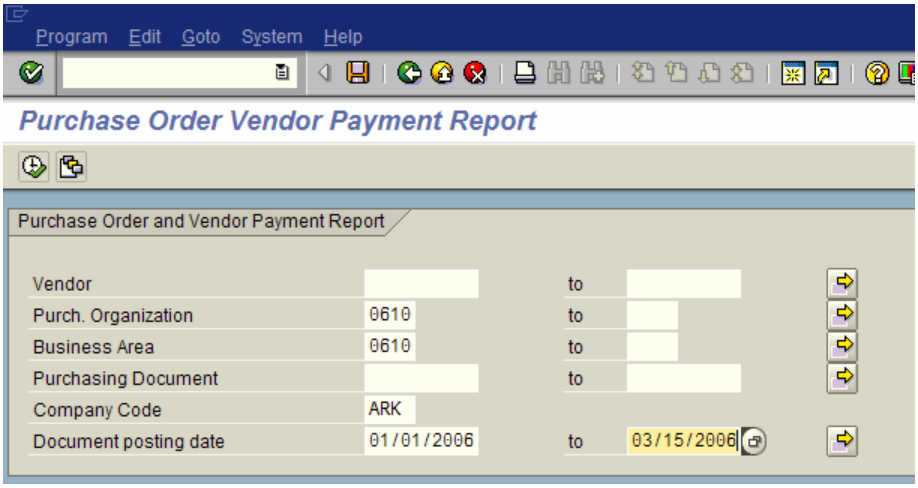


Selecting the Report

1. Enter you purchasing organization and business area.
2. If the Company Code did not default into the report type “ARK” in the “Company Code” field.
3. Enter the desired “Document posting date” range.

You may also run the report by “Vendor” or “Purchasing Document”. To narrow the search without a specific vendor, use ranges 9990000-9999999 (AGEN) and 100000000-199999999 (VEND).

4. Click the “Execute” icon to continue.



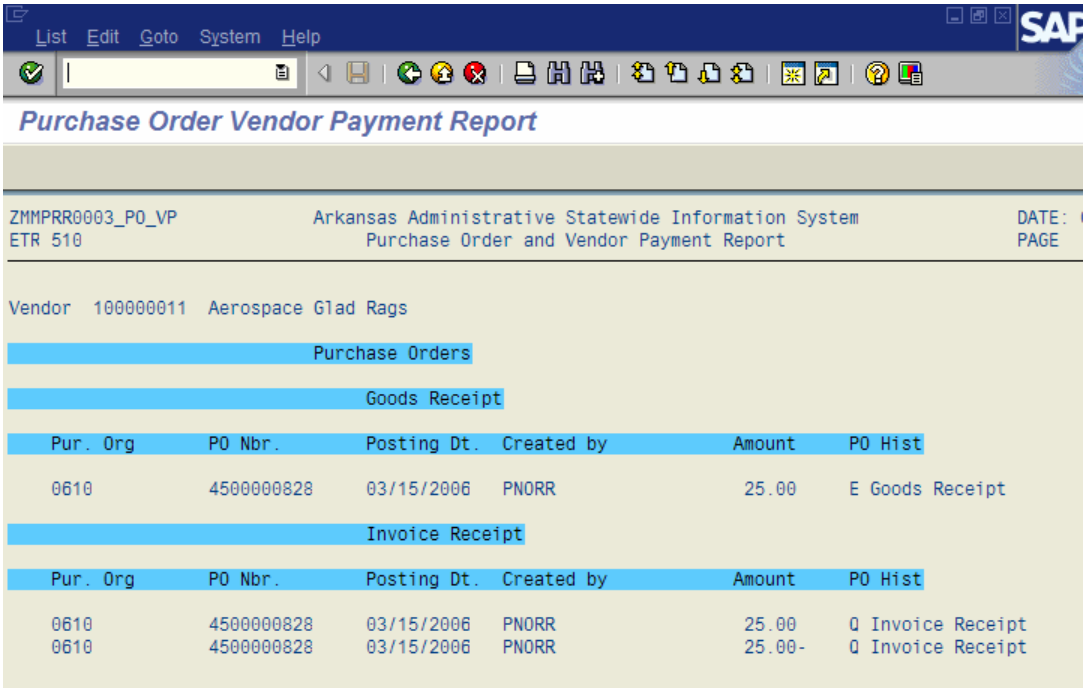
Viewing the Report

Each vendor is listed on a separate page. The vendor number and name is at the top. Purchase Orders are listed first, followed by vendor payments. The Purchase Order section has been split into two sub-sections: Goods Receipt and Invoice Receipt.

The goods receipt is done through the MIGO, and shows the Purchasing Organization, Purchase Order Number, date, and amount.

The invoice receipt is done through MIRO, and also shows the Purchasing Organization, purchase Order Number, date, and amount.

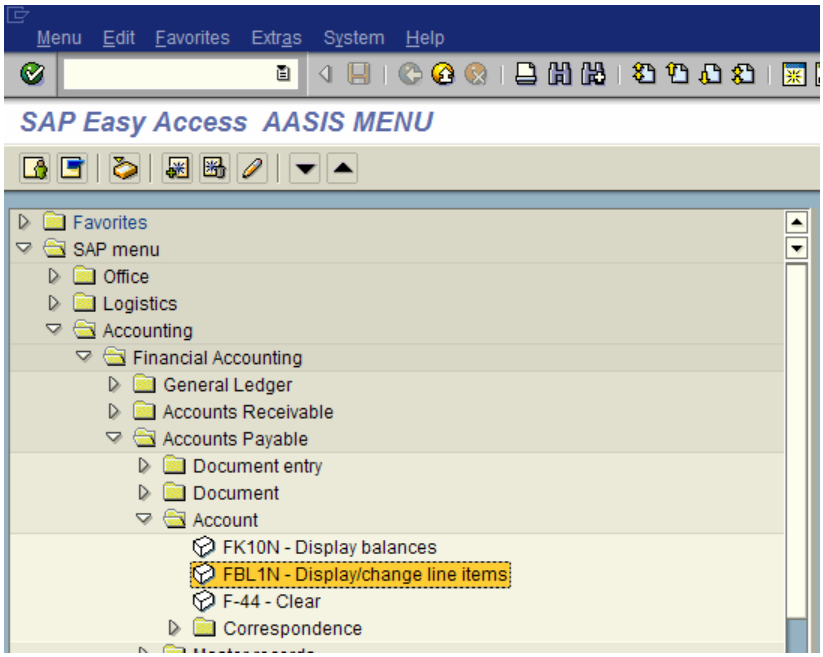
If the amounts of the goods receipt and invoice receipt are not equal, you should display the purchase order and make sure the final invoice and delivery complete boxes are checked so that the GR/IR account can be cleared and any commitments in the budget can be relieved.



Vendor Line Item Display Report – Transaction FBL1N

Accounting>Financial Accounting>Accounts Payable>Account>Display/change line item.

If you suspect that an invoice has been paid in error, FBL1N can be used to display all transactions to a particular vendor. Selection for an agency without limiting the vendor selection causes the report to run very slowly. Vendor selection is recommended.

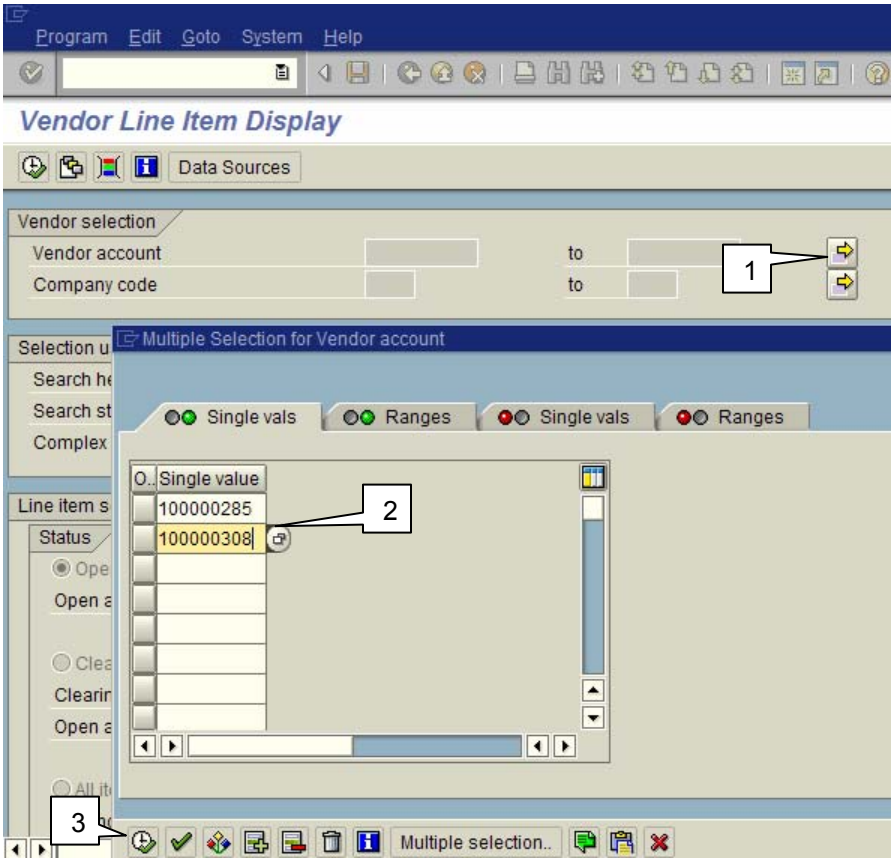


Selecting The Report

Select the vendor/s that you wish to view.

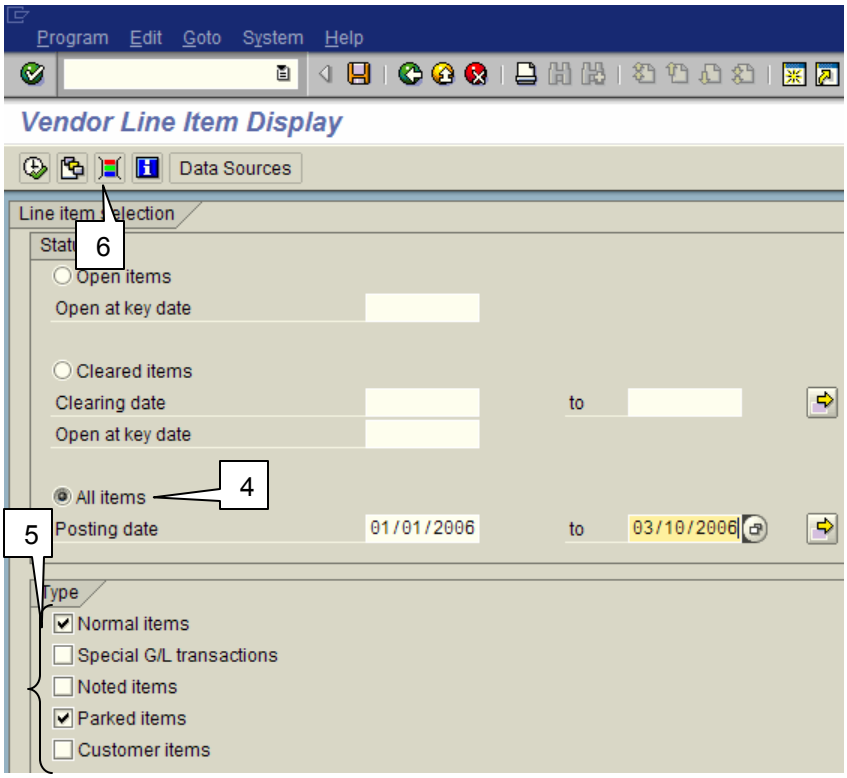
1. In this example, the multiple selection feature was used to pull in more than one vendor.
2. Type in the vendors that you wish to display.
3. Click the “Execute” icon.

Scroll down to continue the selection process.

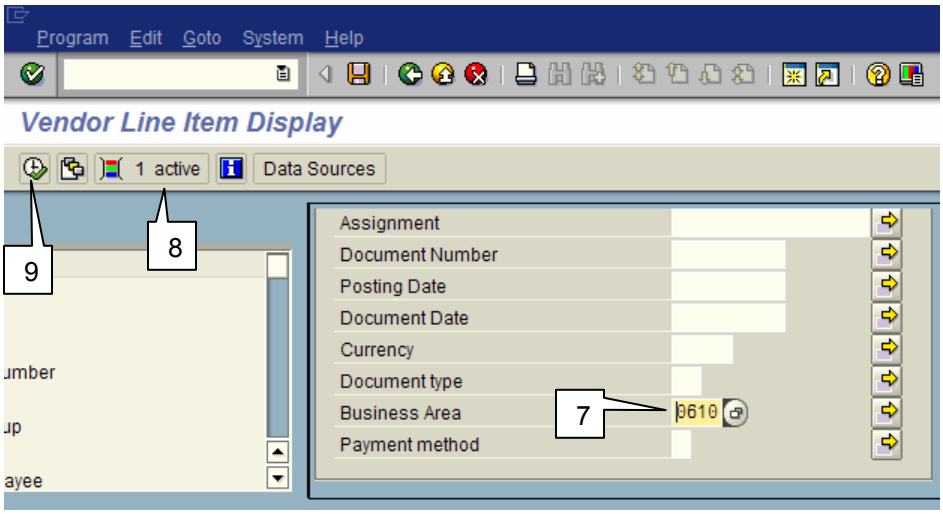


Selecting The Report (Continued)

4. In the “Line item selection” area, the report can be run to display just Open items, just Cleared items or All items. You must select “cleared” and “all” items by date.
5. Choose Normal items and Parked items.
6. Click the “dynamic selection” icon to specify your business area.



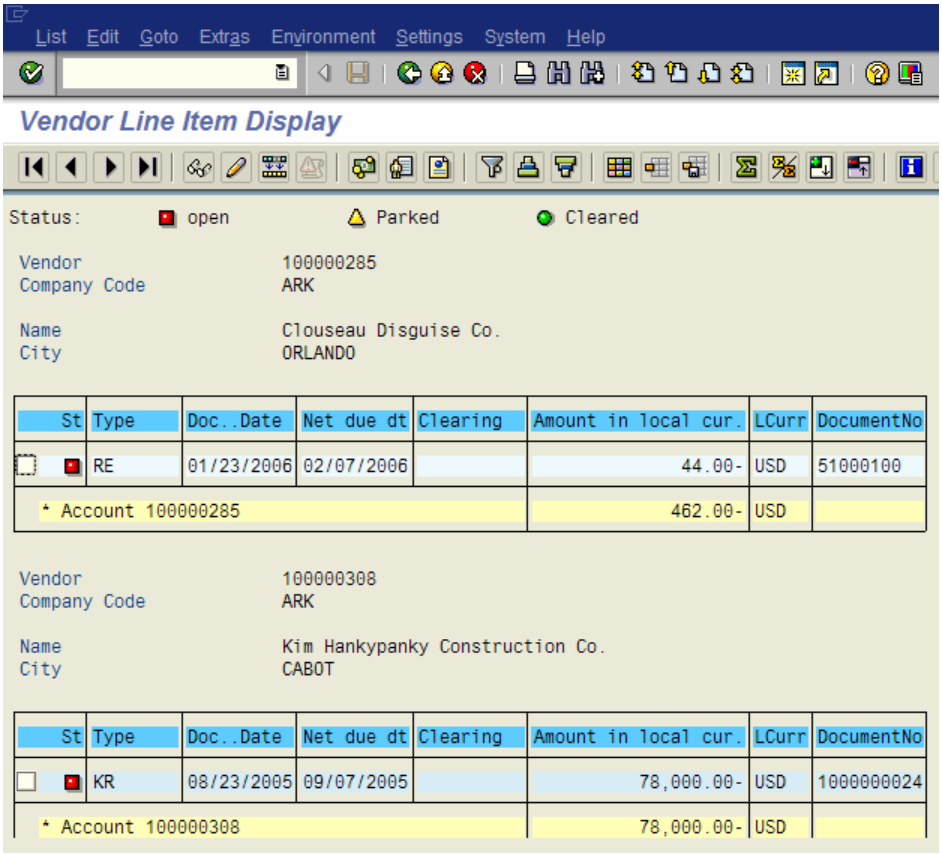
7. Enter your business area and make any other desired selections. Press the enter key on your keyboard.
8. The report now shows one dynamic selection active.
9. Execute to continue.



Viewing The Report

A document type of “KR” indicates that the invoice was created from FB60. Document type “RE” indicates that the invoice was created from MIRO. You can locate errors where document type “KR” (FB60) was used to pay for goods/services that were purchased on a purchase order. For example, while investigating, you notice that a vendor invoice for $78,000.00 was paid with Document type “KR” (FB60). As the Procurement Specialist, you know that invoice should have been paid for by the transaction (MIRO) because the purchase was done through the procurement process.

This report also has drill-down capability.

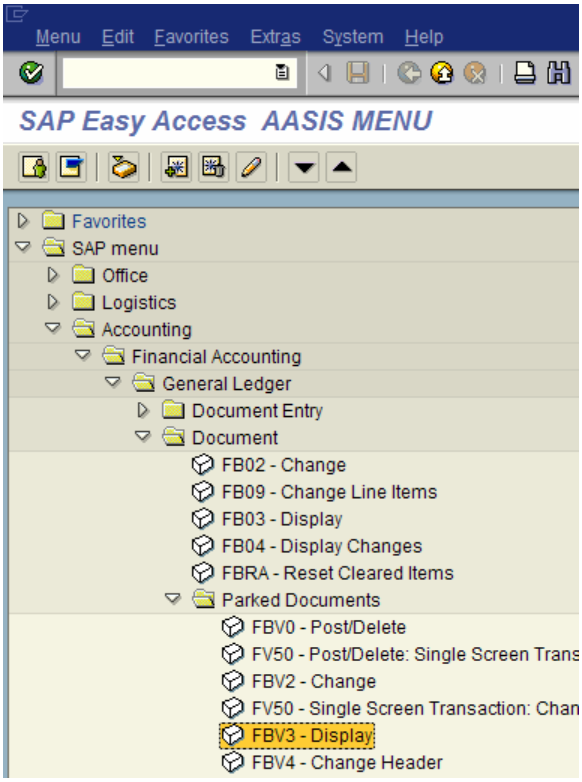


Display Parked Document Report – Transaction FBV3

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Document>Display.

There is a “processing status” section of this report that will let you make a selection to just display “Parked as Complete” documents. This is a good report to run every month to make sure that all “Parked as Complete” documents are posted in the correct period.

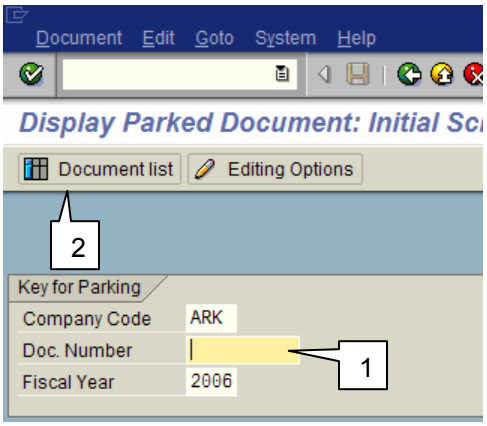
NOTE: If you find a “parked as complete” document from a prior period for which the date cannot be changed, you must contact the ASC help desk for assistance.



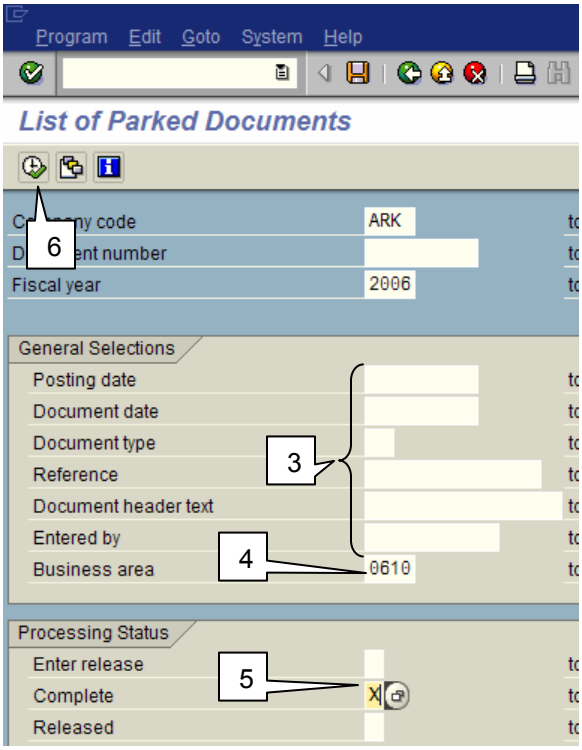
Selecting The Report

The Company Code and Fiscal Year should default. If they do not default, enter "ARK" in the "Company Code" field and enter the current fiscal year.

1. If you know the number of the document you want to view, type it in the "Doc. Number" field.
2. If you want to view several documents, click on the "Document list" button, which also makes several other fields available.

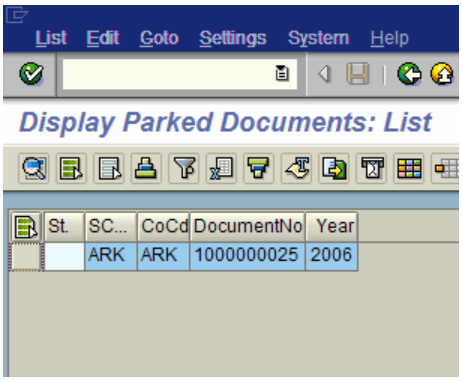


3. You can narrow your search criteria by entering information in any of the fields.
4. Enter your Business Area.
5. To search for "Parked as Complete" documents only, type an "X" in the "Complete" field.
6. Execute to continue.

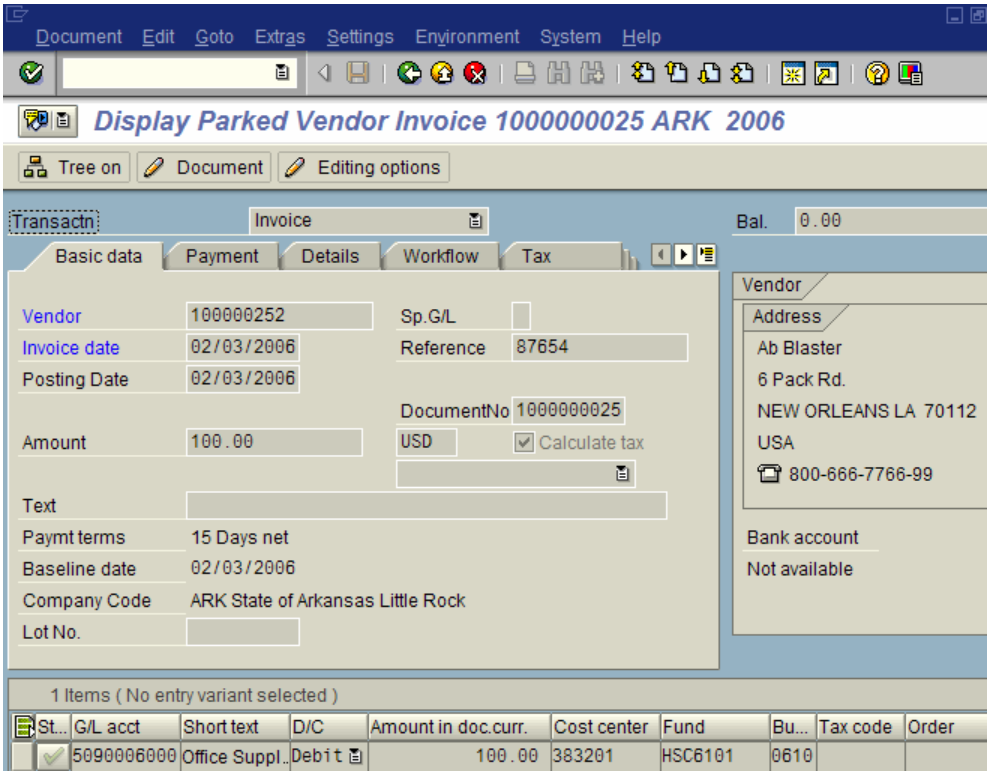


Viewing The Report

From the selections that were entered only one document meets the criteria. Double click the document number to display.



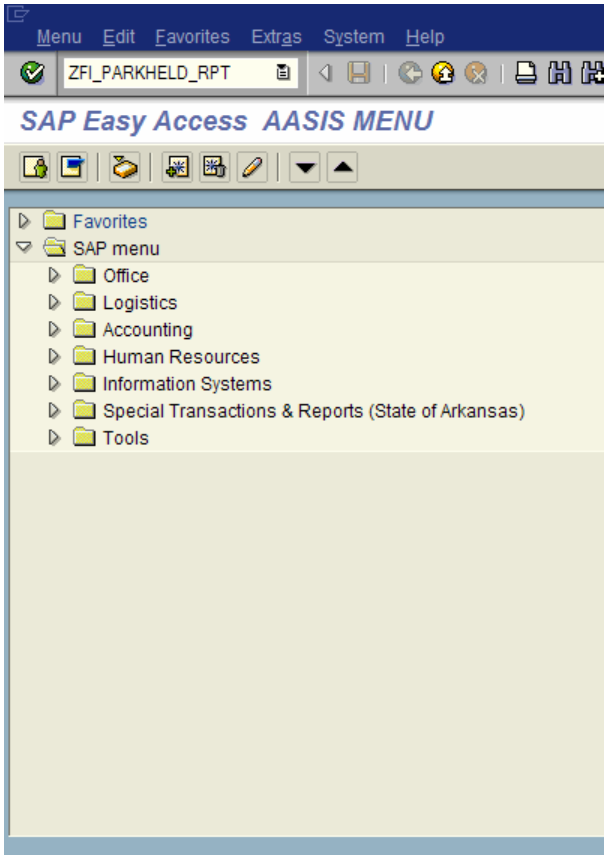
We ask for only “parked as complete” documents. Remember, “Parked as complete” documents should be posted within the period in which they were created. The invoice date and the posting date are February, 3, 2006. This date tells you that you should post this document in period “8”.



Program For Parked Vendor Invoices – Transaction ZFI_PARKHELD_RPT

There is no Menu Path. Type Transaction ZFI_PARKHELD_RPT in the command field.

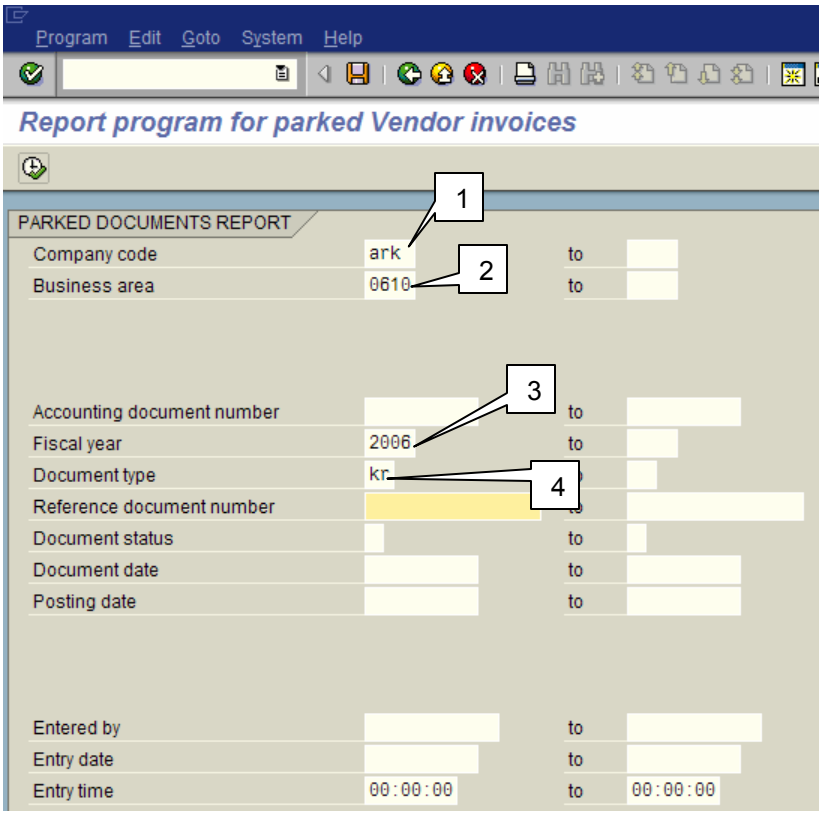
This report will display Parked Vendor Invoices.



Selecting The Report

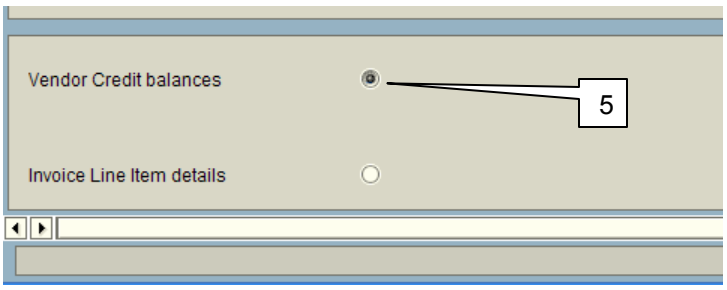
1. Narrow your search. In this example we entered “ARK” in the “Company code” field.
2. Enter your business area.
3. Enter the fiscal year.
4. “KR” was entered in the “Document type” field. “KR” means a direct vendor invoice.

Scroll down to continue.



5. “Vendor Credit balances” will default. Leave as is.

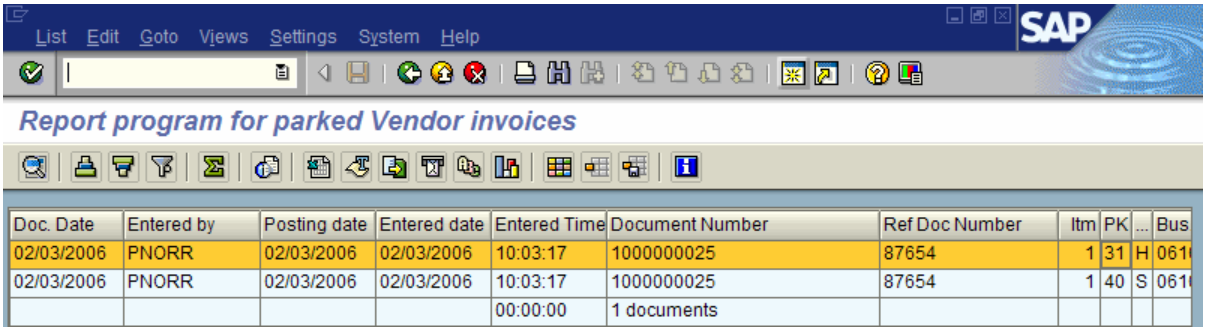
Execute to continue.



Viewing The Report

This example shows that there is one parked document. The document was entered into AASIS and parked on February 3, 2006 at 10:03.17. The document was entered by the user "pnorr" and the document number is "1000000025". You can view the Ref. Doc. Number. The posting key "31" = Credit to the vendor and the posting key "40" = Debit to the expense. "H" stands for credit and "S" stands for debit.

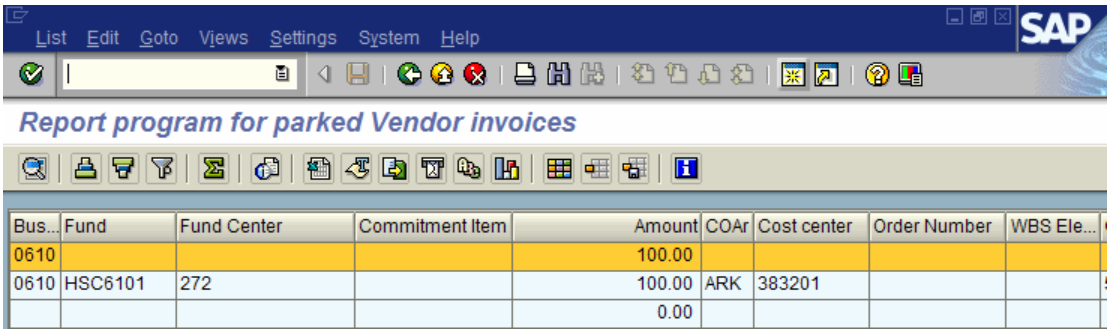
Scroll to the right to continue.



Doc. Date	Entered by	Posting date	Entered date	Entered Time	Document Number	Ref Doc Number	Itm	PK	...	Bus
02/03/2006	PNORR	02/03/2006	02/03/2006	10:03:17	1000000025	87654	1	31	H	061
02/03/2006	PNORR	02/03/2006	02/03/2006	10:03:17	1000000025	87654	1	40	S	061
				00:00:00	1 documents					

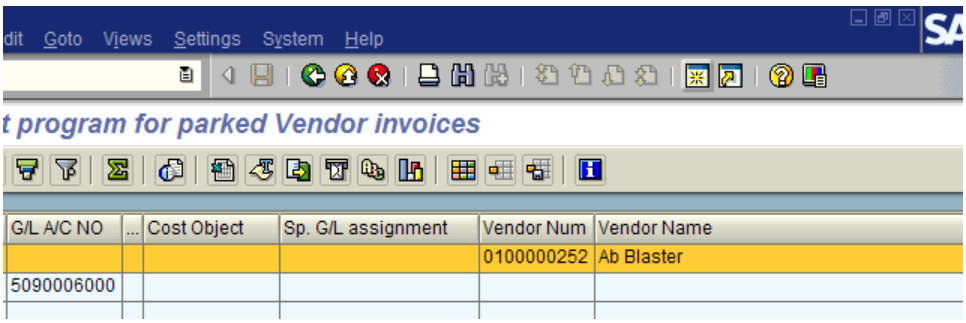
The business area is 0610. You can view the fund, funds center, amount, company code, cost center, order number and WBS element if applicable.

Continue to scroll to the right.



Bus...	Fund	Fund Center	Commitment Item	Amount	COAr	Cost center	Order Number	WBS Ele...
0610				100.00				
0610	HSC6101	272		100.00	ARK	383201		
				0.00				

You can view the G/L code, cost object, Sp. G/L assignment, vendor number and vendor name.

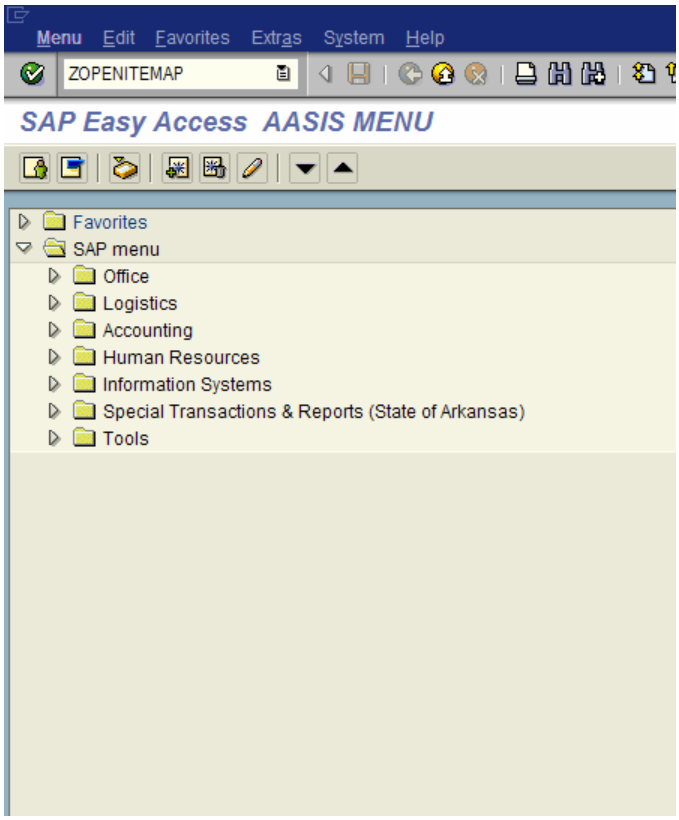


G/L A/C NO	...	Cost Object	Sp. G/L assignment	Vendor Num	Vendor Name
				0100000252	Ab Blaster
5090006000					

Open Item AP Report – Transaction ZOPENITEMAP

There is no Menu Path. Type ZOPENITEMAP in the command field.

This report will display all AP items that have been posted but have not been paid.



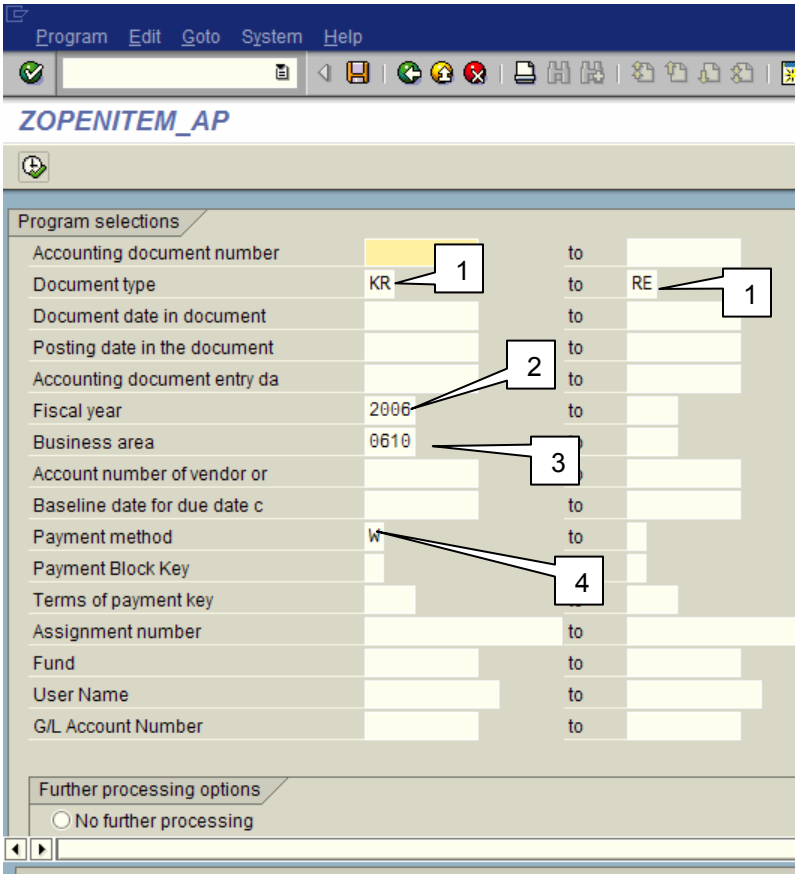
Selecting The Report

Narrow your search.

1. Enter the Document type. This report will show both direct vendor invoices and vendor invoices that are associated with purchase orders.
2. Enter the fiscal year
3. Enter your business area
4. Enter payment method “W” and “A”. This will display open vendor invoices that will pay with a warrant, or ACH.

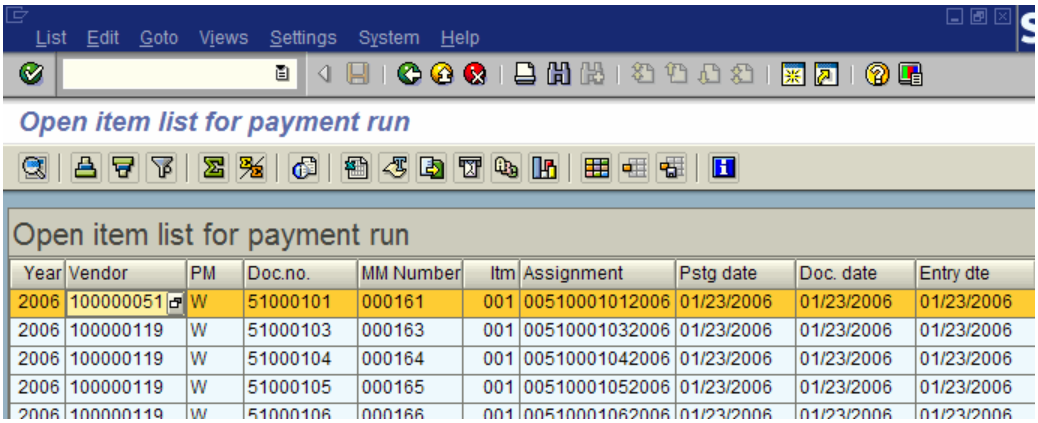
NOTE: To see open credit memos, the document type will be “KG”.

Execute to continue.



Viewing The Report

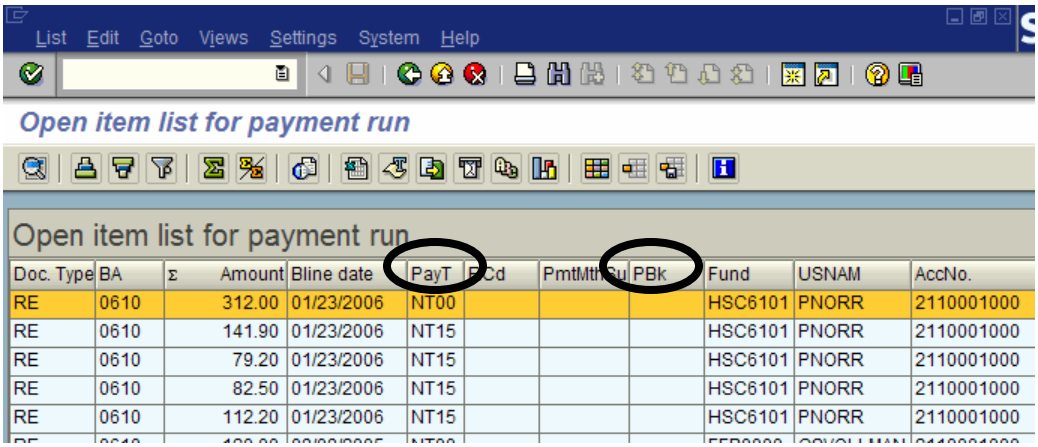
You can view the fiscal year, vendor number, payment method, document number, MM number, item number, assignment number, posting date, document date and entry date. Scroll to the right to continue viewing.



Year	Vendor	PM	Doc.no.	MM Number	Itm	Assignment	Pstg date	Doc. date	Entry dte
2006	100000051	W	51000101	000161	001	00510001012006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000103	000163	001	00510001032006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000104	000164	001	00510001042006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000105	000165	001	00510001052006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000106	000166	001	00510001062006	01/23/2006	01/23/2006	01/23/2006

This report shows the Document Type as “RE”, meaning the invoice was posted through the MIRO transaction. You can view the business area, amount, baseline date, and payment terms. You can also view the reason code, payment method supplement and payment block (if applicable). You can view the fund, the user name and the G/L account number.

NOTE: Look at the “Payment Terms” column and the “Payment Block” column to investigate why a vendor invoice has not paid. If the payment term of the document is NT15 and it is before that time, the vendor invoice is not ready for payment. If the document shows a payment block the document cannot pay until the block is removed. The document may be blocked because of a set tolerance or because the document is over $100,000.



Doc. Type	BA	Σ	Amount	Bline date	PayT	PCd	PmtMth	Su	PBk	Fund	USNAM	AccNo.
RE	0610		312.00	01/23/2006	NT00					HSC6101	PNORR	2110001000
RE	0610		141.90	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		79.20	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		82.50	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		112.20	01/23/2006	NT15					HSC6101	PNORR	2110001000

REPORT REFERENCE GUIDE

Name	Transaction Number	Purpose	Pg.#
1. Actual Budget Report	Y_DEV_80000046	Shows documents that are holding your budget.	6
2. Open Commitment Items	ZCMT	Shows documents that are holding your budget.	13
3. List Display of Purchase Requisitions	ME5A	Displays a list of all open requisitions.	16
4. Open Purchase Requisitions	ZOPENREQ	Displays a list of all open requisitions.	24
5. Display List of GR/IR Balances	MB5S	Displays a list of your Goods Receipt/Invoice Receipt balances.	27
6. Purchasing Documents per Document Number	ME2N	Displays purchase orders with open goods receipts as well as open invoices.	30
7. Purchase Orders with Open Invoice Receipt	ZPO_OPEN_INV	Displays purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO).	32
8. Purchase Order Vendor Payment Report	ZPOPV	Will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).	38
9. Vendor Line Item Display	FBL1N	Displays all transactions to a particular vendor.	41
10. Display Parked Document	FBV3	Displays “Parked” and “Parked as Complete” vendor invoices.	45
11. Program for Parked Vendor Invoices	ZFI_PARKHELD_RPT	Displays parked vendor invoices	48
12. Open Item AP	ZOPENITEMAP	Displays all AP items that have been posted but not paid.	51

CHAPTER 3

DELETING AND CLOSING OPEN PURCHASE REQUISITIONS

In this chapter you will learn the difference between deleting and closing a purchase requisition. You will also learn how to do each process.

If a purchase requisition does not have a purchase order attached to it, or if the purchase order referencing a purchase requisition adds up to a quantity less than that on the purchase requisition, the purchase requisition will remain open and continue to commit budget.

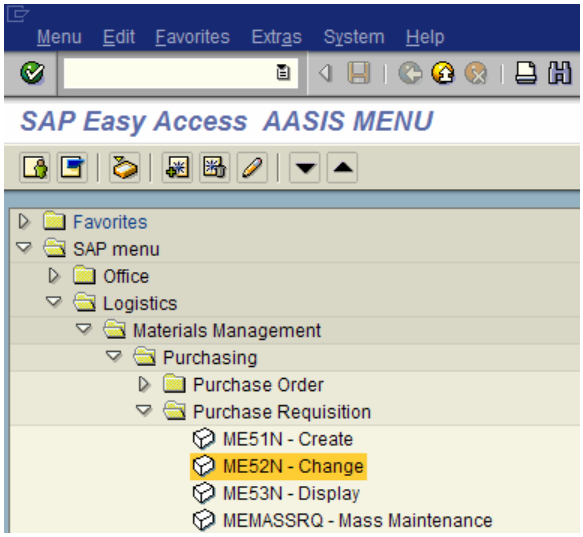
Deleting Unwanted Requisition Lines

You may have created a purchase requisition that is no longer needed. In that case, it is necessary to delete such requisitions in order to free up budget. A line can be deleted as long as it hasn't been converted to a follow-on document. Use transaction ME52N (change purchase requisition) to delete these lines.

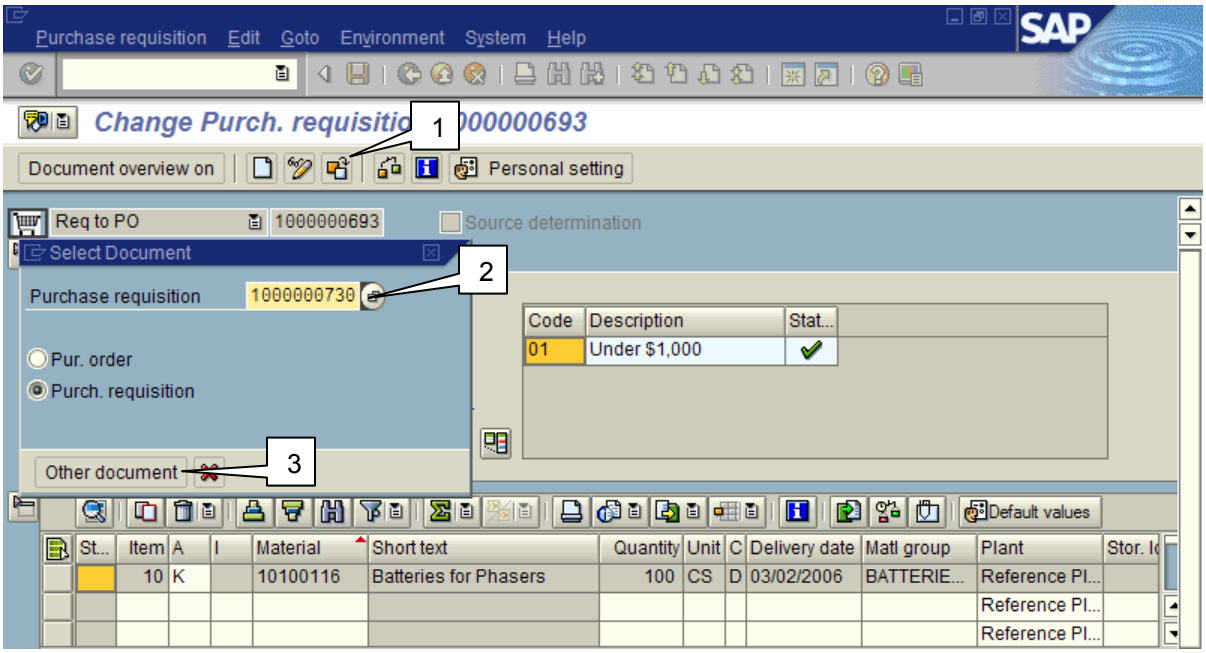
Change Purchase Requisition – Transaction ME52N

Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>Change

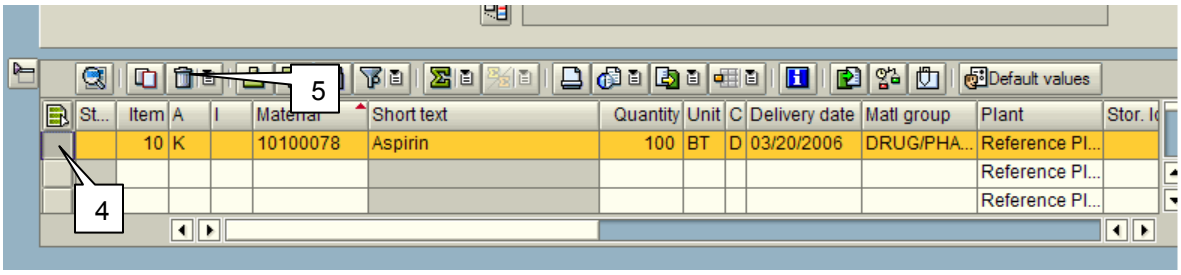
This transaction will allow you to delete a purchase requisition line.



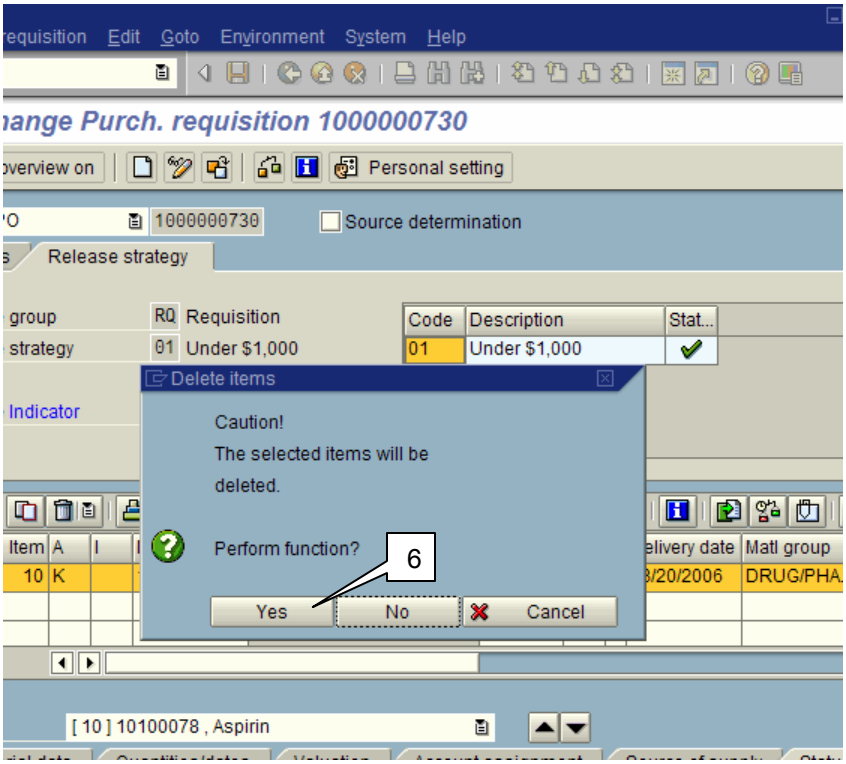
1. Click on the “Other Requisition” button.
2. Type in the purchase requisition number you need to delete.
3. Click the “Other document” button.



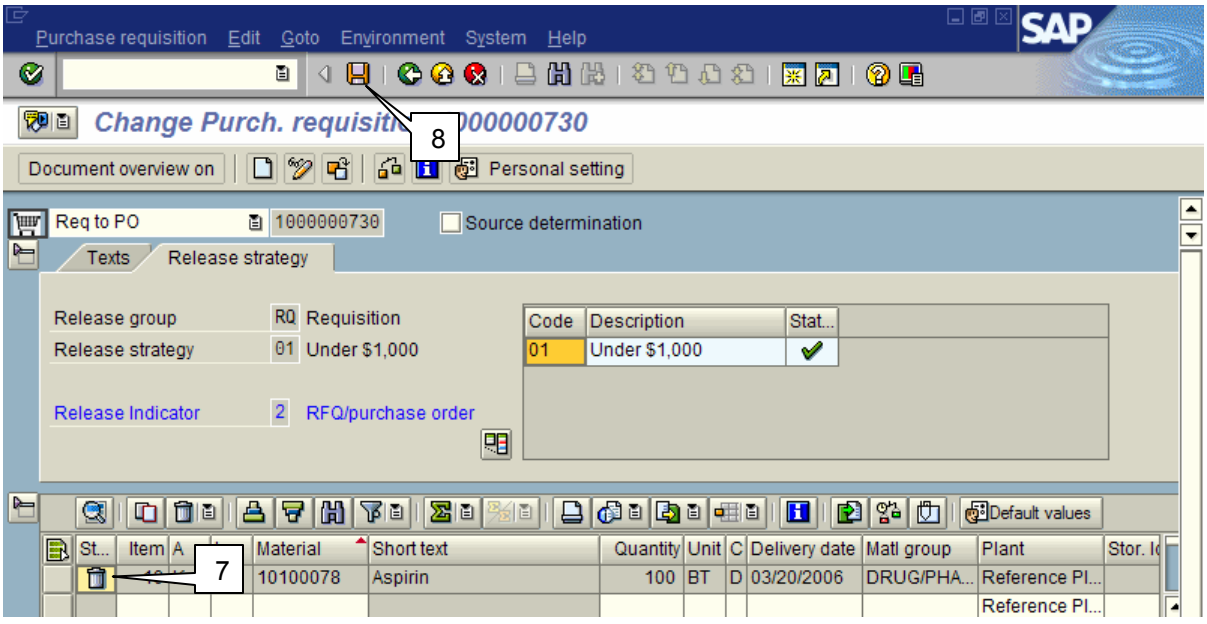
4. Select the line/s to be deleted.
5. Click the delete icon.



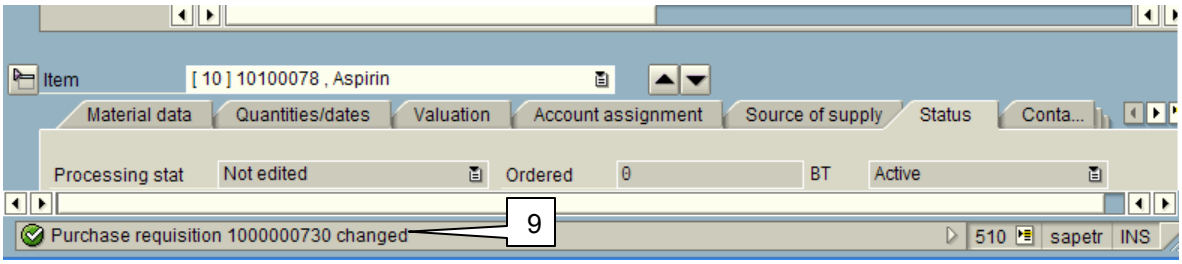
6. Click the “Yes” button to delete the line.



7. There is now a trashcan in the status column of the requisition line.
8. Click the “Save” button to save the deletion.

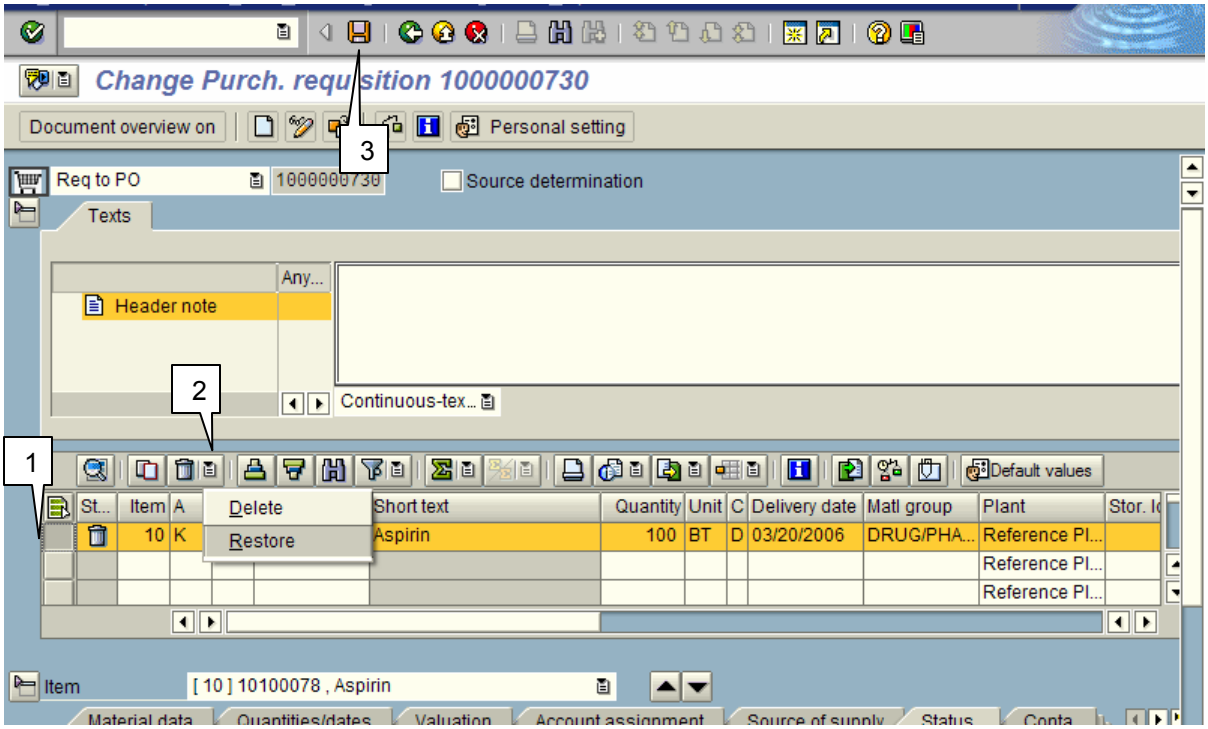


9. Note the message that the purchase requisition was changed.

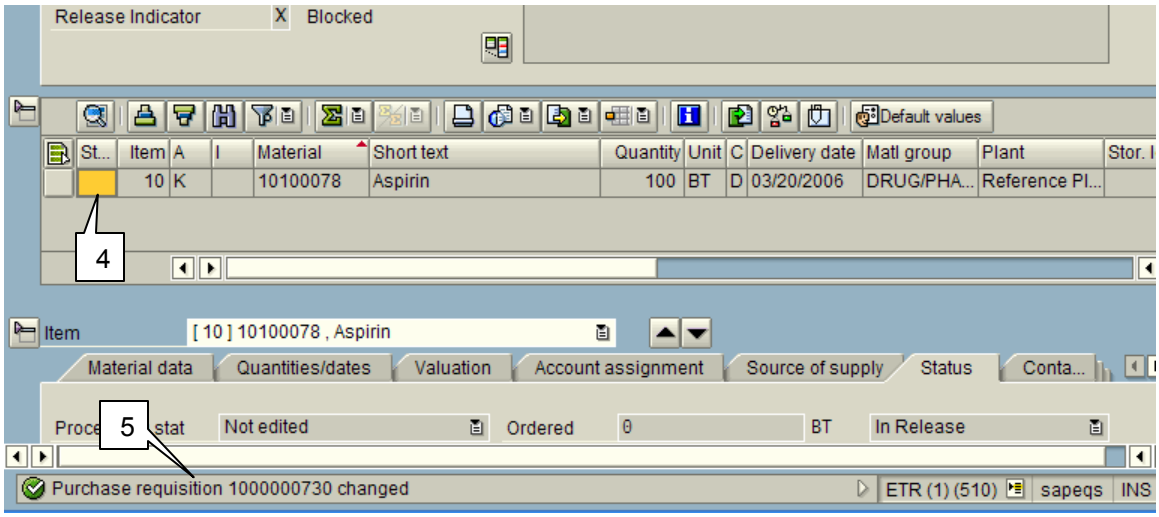


NOTE: If you delete a purchase requisition by mistake you can restore it. Go back into ME52N and bring in the document you wish to restore.

1. Highlight the line you wish to restore.
2. Click to the right of the “trashcan icon” and click again on Restore.
3. Click the “Save” icon



4. You will notice the trashcan is gone from the “Status” box.
5. Also, you will see a system message that the purchase requisition is changed.

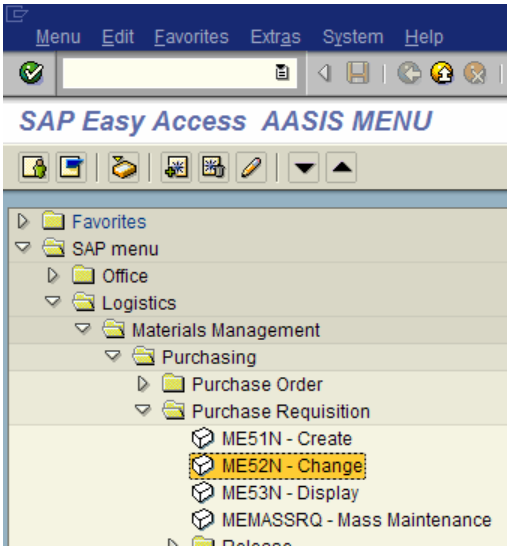


Closing Purchase Requisition Items

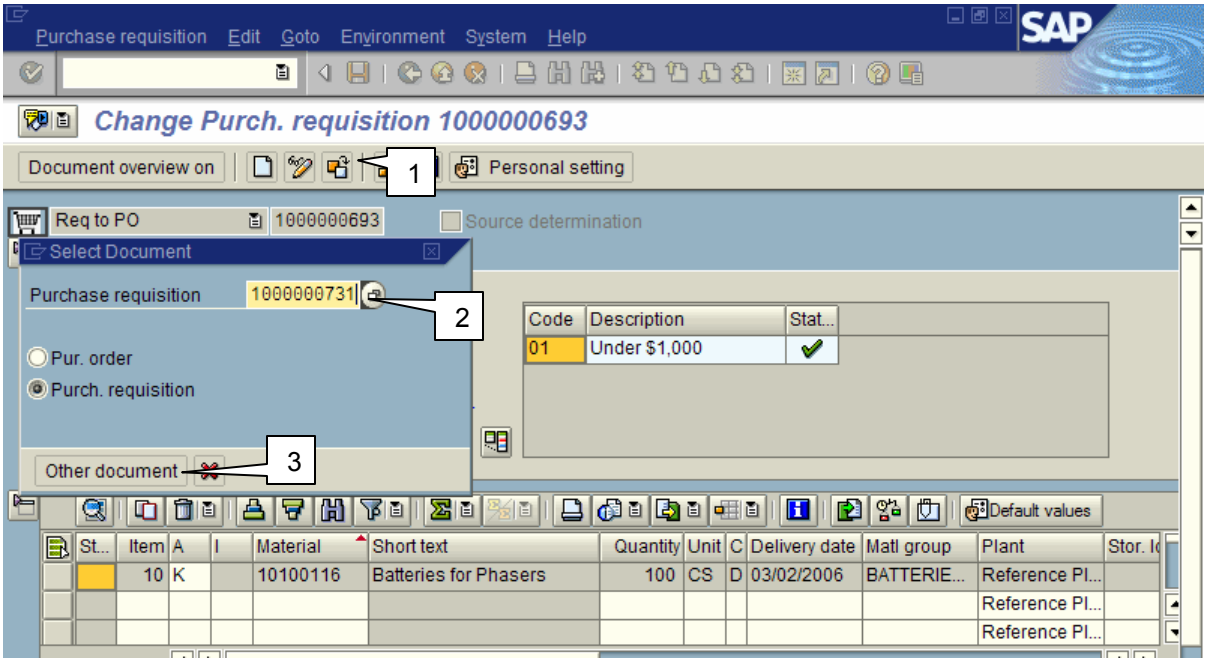
The following technique explains how to close purchase requisition lines that have been partially cleared by a purchase order. This process is also accomplished using transaction ME52N.

Change Purchase Requisition – Transaction ME52N

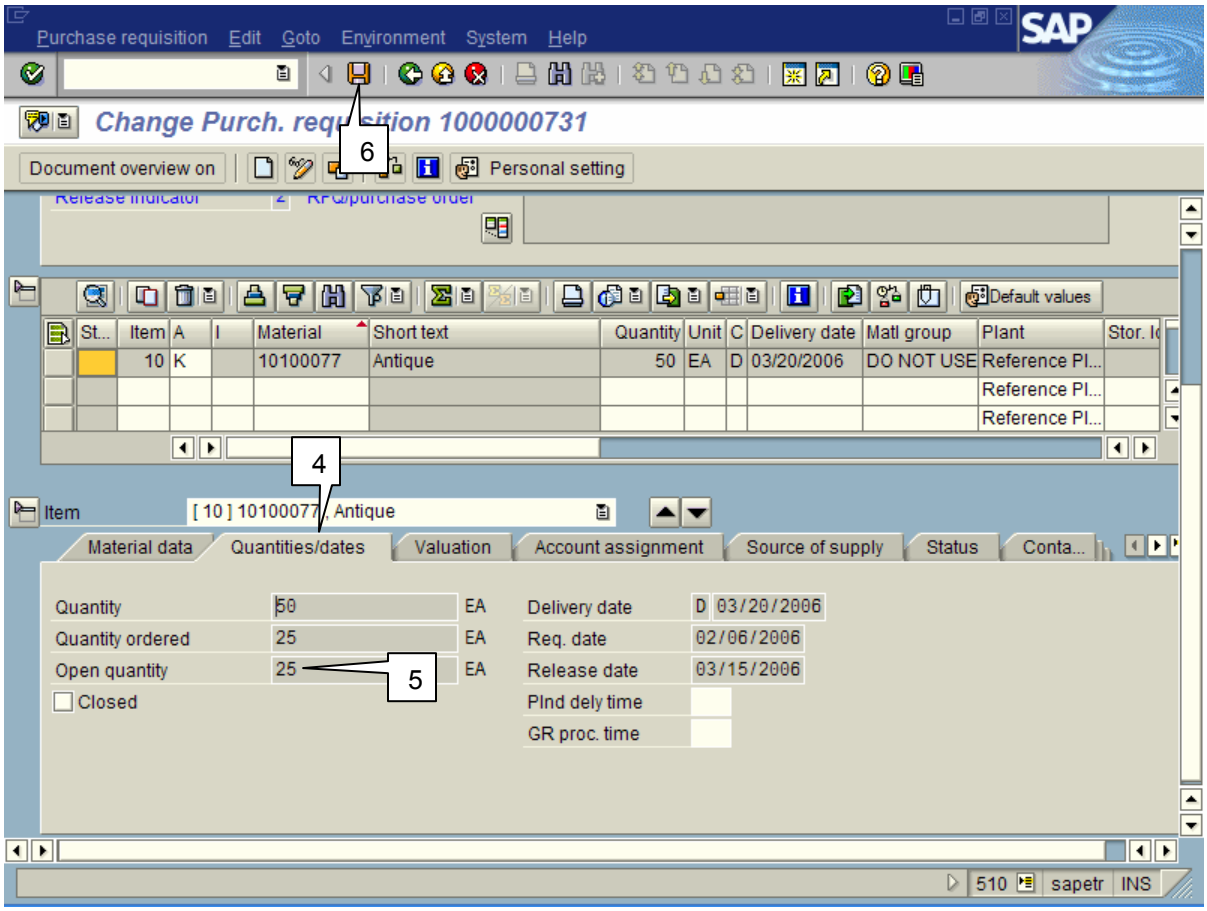
Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>Change



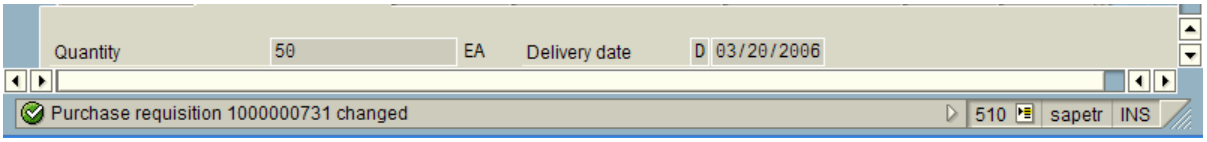
1. Click on the “Other Requisition” button.
2. Type in the purchase requisition number you need to close.
3. Click the “Other document” button.



4. Go to the “Quantities/dates” tab in the item detail section of the PR.
5. It shows there is an open quantity of 25. To close put a checkmark in the “Closed” box.
6. Click the “Save” icon.



7. The message will read “Purchase requisition changed”.



REMEMBER:

You have determined which purchase requisitions are still committing budget. While some of the purchase requisitions are in the process of being completed, some you may need to delete or close. You can **delete** a purchase requisition line(s) if there is no follow-on document attached to it. You must **close** the PR line(s) if a follow-on document is attached.

CHAPTER 4

DELETING AND CLOSING OPEN PURCHASE ORDERS

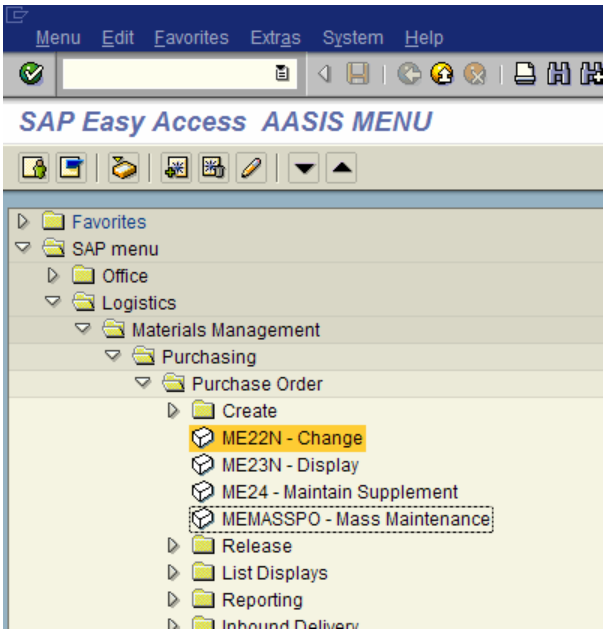
In this chapter you will learn the difference between deleting and closing a purchase order, as well as learning the processes.

If a purchase order does not have a goods receipt attached to it, or if the purchase order has been partially cleared by a goods receipt, the purchase order will remain open and continue to commit budget for the quantity not received.

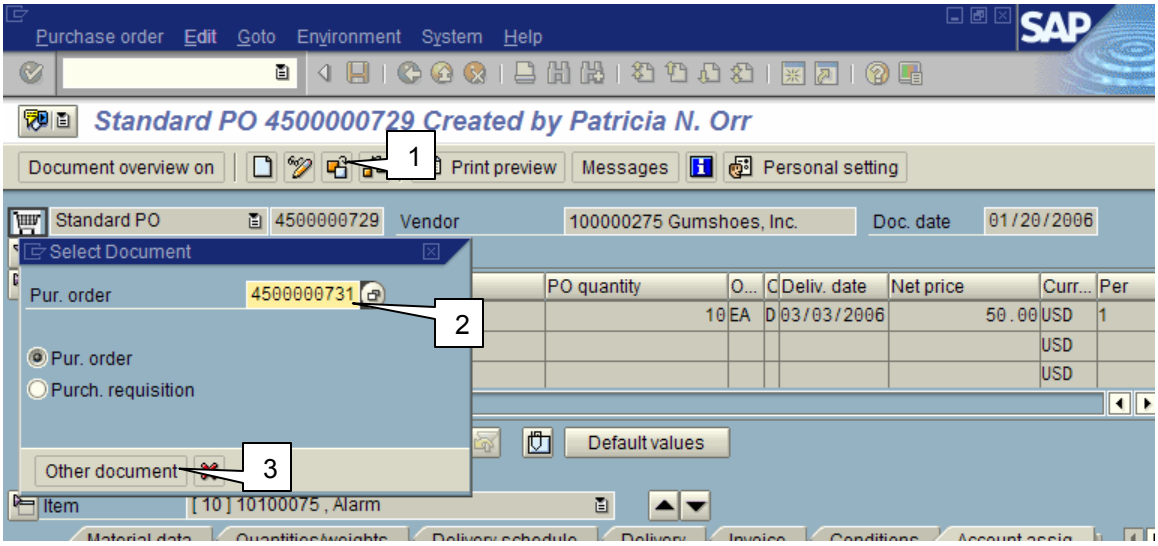
Deleting Unwanted Purchase Order Lines

You created a purchase order that you no longer need. In that case, it is necessary to delete such purchase orders in order to free up budget. A line can be deleted as long as it hasn't had a goods receipt entered on it. To delete these lines, transaction ME22N (change purchase order) should be used.

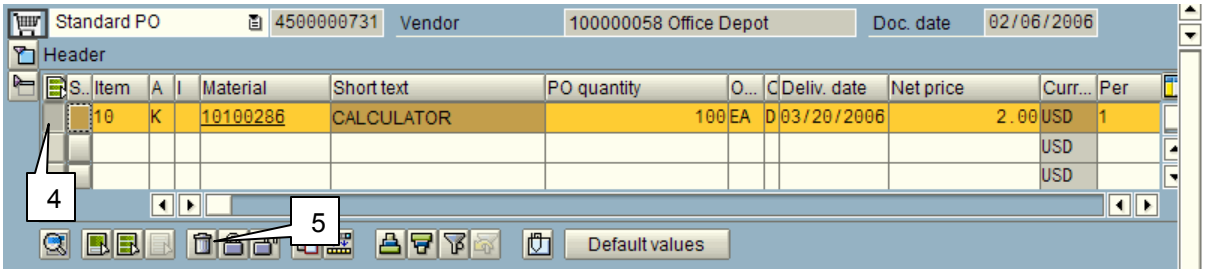
Change Purchase Order – Transaction ME22N



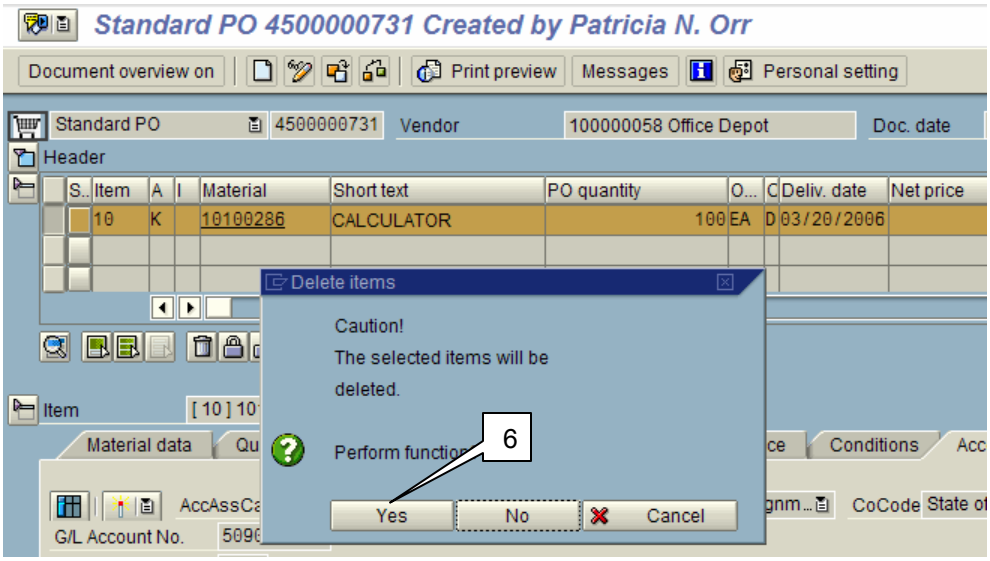
1. Click on the “Other Purchase Order” button.
2. Type in the purchase order number you need to delete.
3. Click the “Other document” button.



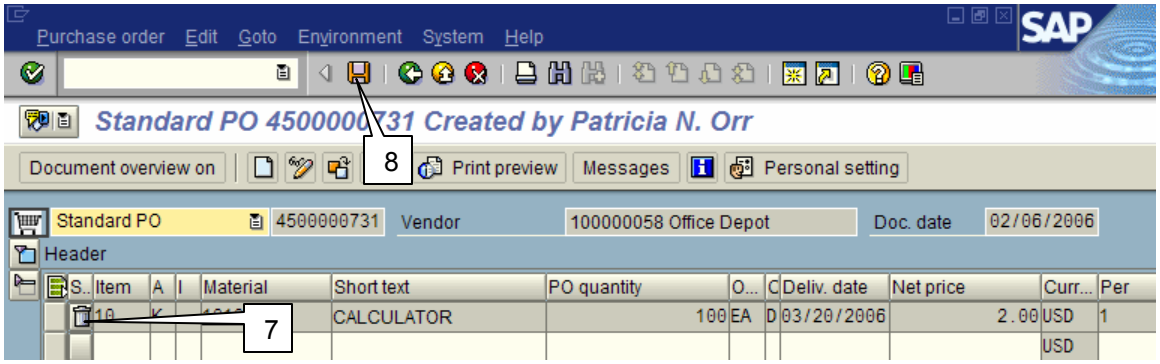
4. Select the line/s you want to delete.
5. Click the “Delete” icon.



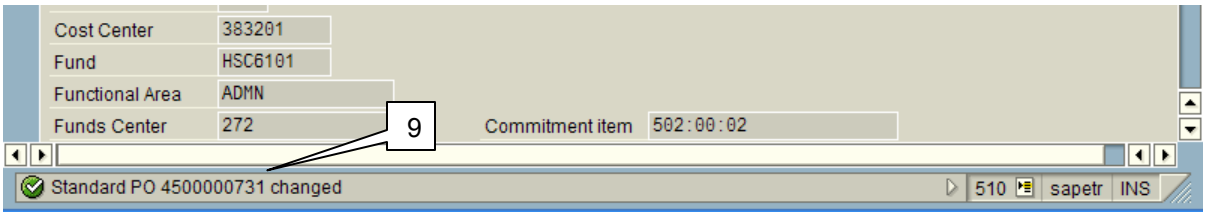
6. Click the “Yes” button to delete the line.



7. There is now a trashcan in the status column of the purchase order line.
8. Click the “Save” button to save the deletion.



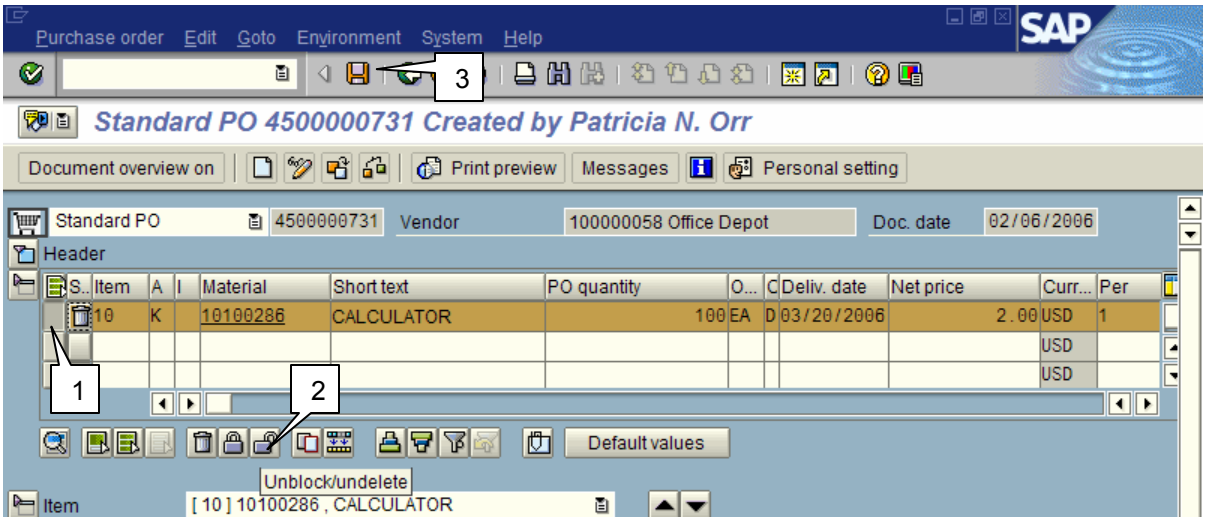
9. Note the message that the purchase order was changed.



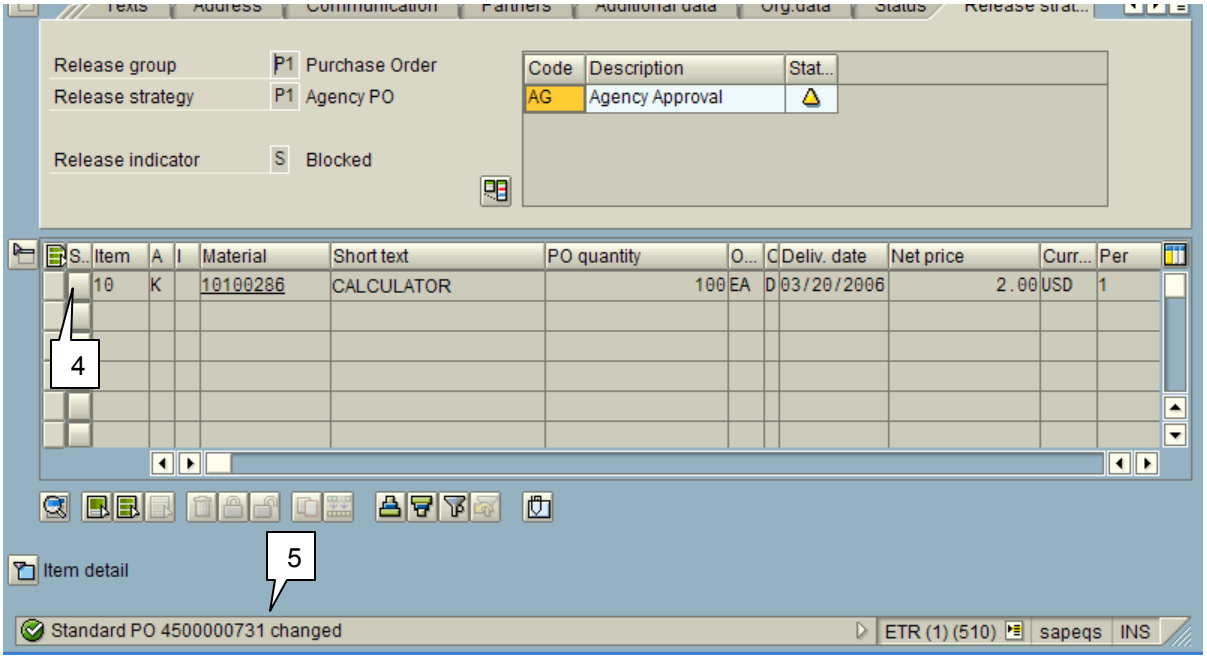
NOTE: You cannot delete a line item on a purchase order that has a Goods Receipt attached to it. The Goods Receipt must be cancelled first. Communicate with your agency's Goods Receipt Technician to cancel the GR document.

NOTE: If you delete a line item on a purchase order by mistake you can restore it. Go back into ME22N and bring in the document you wish to restore.

1. Highlight the line you wish to restore (undelete).
2. Click on the “Undelete” icon.
3. Click the “Save” icon.



4. The “trashcan” is gone from the “Status” box.
5. You will see a system message that the purchase order has been changed.

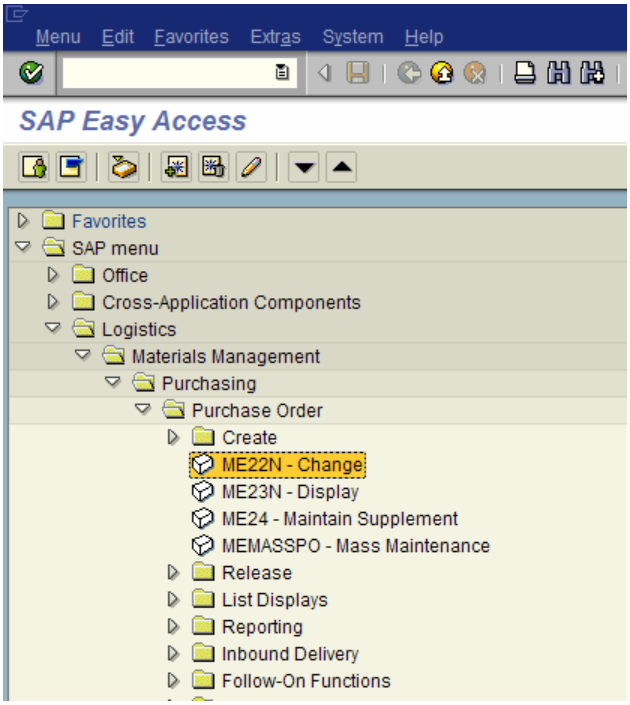


Closing Unwanted Purchase Order Items

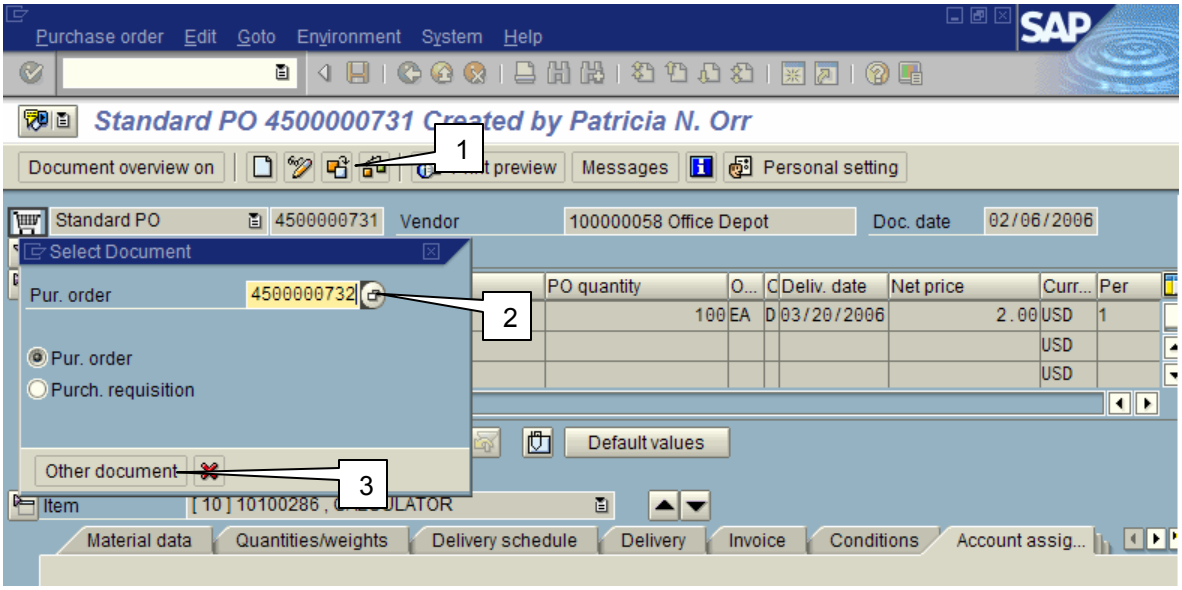
The following technique explains how to close purchase order lines that have been partially cleared by a goods receipt. This process is also accomplished using transaction ME22N.

Change Purchase Order – Transaction ME22N

Menu Path: Logistics>Materials Management>Purchasing>Purchase Order>Change

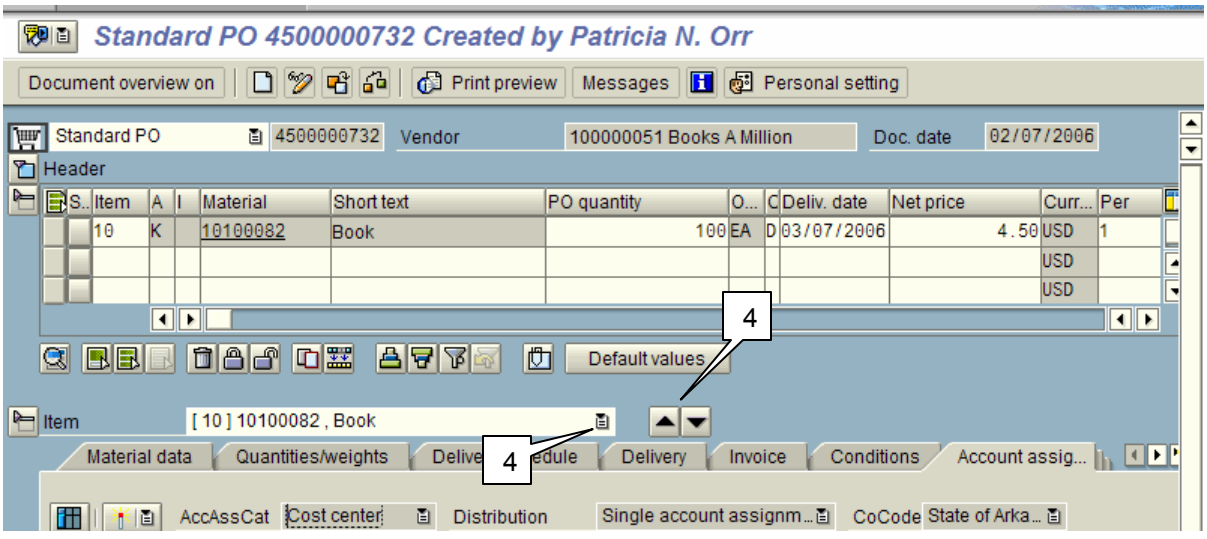


1. Click on the “Other Purchase Order” button.
2. Type in the purchase order number you need to close.
3. Click the “Other document” button.

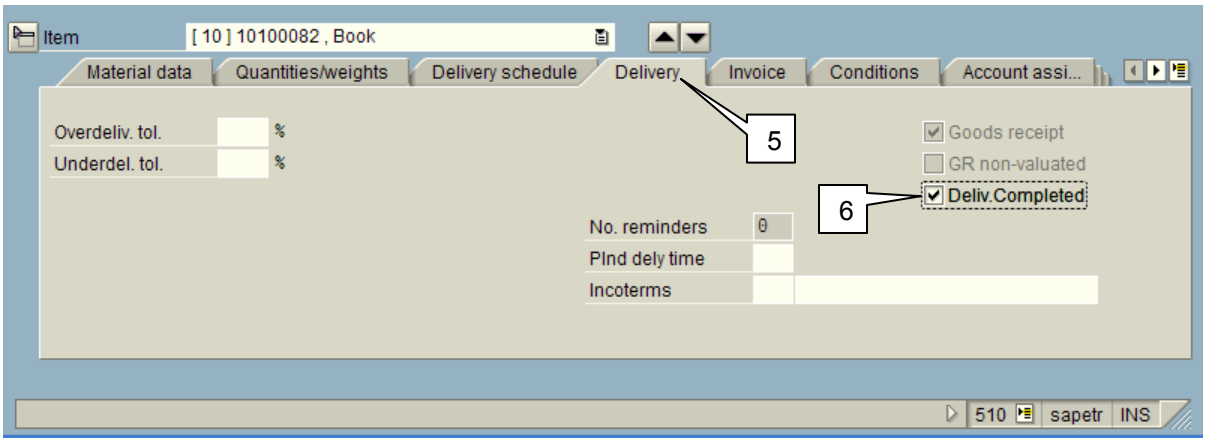


You will close the item by going to the item’s “Delivery” and “Invoice” tabs.

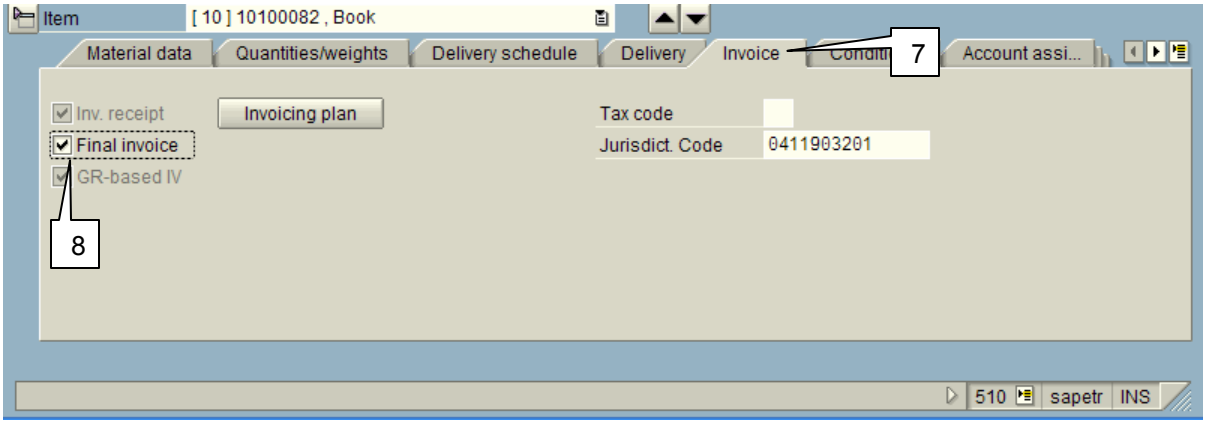
4. If there is more than one item, click on the arrows until the item is displayed. You can also choose from the menu icon to the right of the item number.



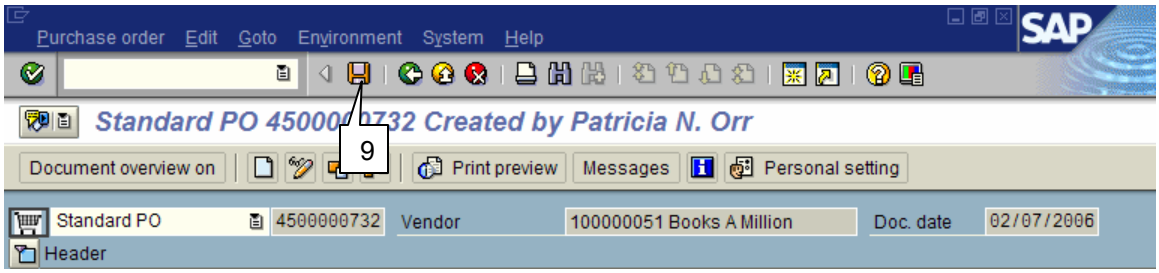
5. Go to the “Delivery” tab.
6. Click the checkbox next to “Delivery complete”. The “Delivery complete” setting closes the line item and indicates that no further deliveries are expected.



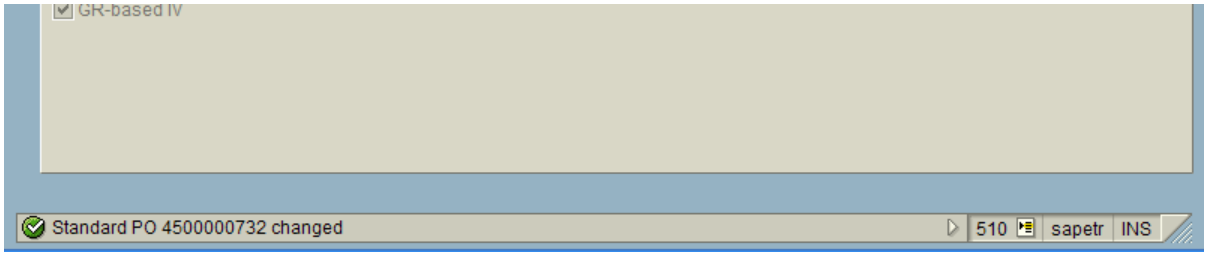
7. Go to the “Invoice” tab.
8. Click the checkbox next to “Final invoice”. The “Final Invoice” setting indicates no further invoices are expected for the line item, and releases commitments. “Final invoice” should never be selected (on the PO or in MIRO) as long as additional deliveries and invoices are expected.



9. Click the “Save” button to save your changes.



10. The message will read “Standard PO changed”.



REMEMBER:

You have determined which purchase orders are still committing budget. While some of these purchase orders are in the process of being completed, some you may need to delete or close. You can **delete** a purchase order line(s) if there is no follow-on document attached to it. You must **close** the PO line(s) if a follow-on document is attached.

CHAPTER 5

DELETING AND REVERSING UNWANTED ACCOUNTS PAYABLE COMMITMENTS

How To Delete Unwanted AP Commitments

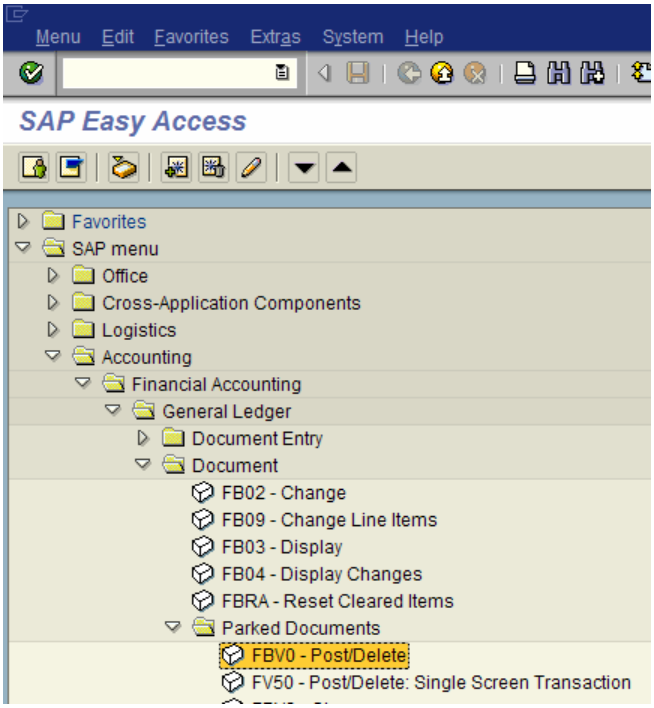
- Transaction FBV0 will allow you to delete a parked invoice document (FB60) that was parked using “Complex Posting”. You will need the AP Supervisor Security role to use this transaction.

NOTE: Parking with complex posting indicates an asset is involved. Contact your Asset Management Specialist if you delete an invoice document tied to an asset.

- Transaction FBV2 will allow you to delete an invoice document that is parked, but will not allow you to delete an invoice document that was parked using “Complex Posting”. You will need the AP Specialist Security role to use this transaction.

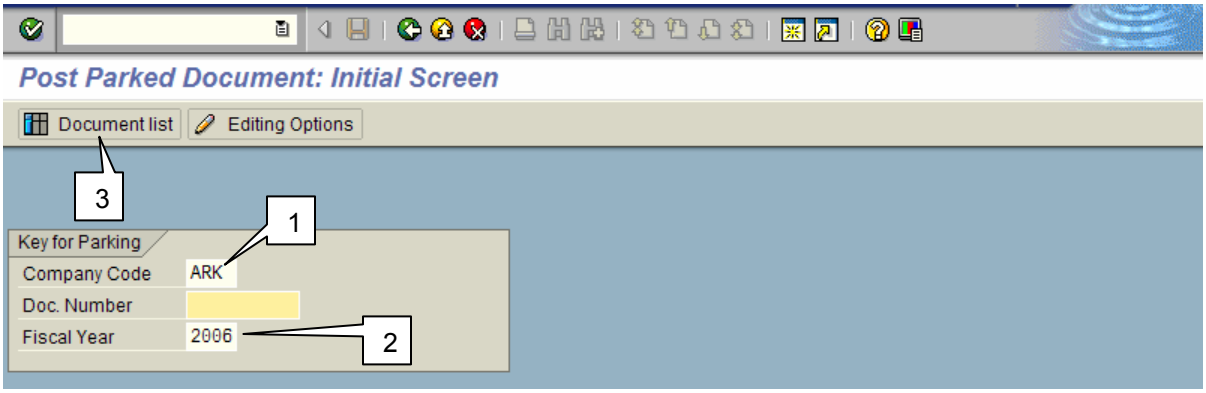
Delete Parked Invoice Documents – Transaction FBV0

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Documents>Post/Delete



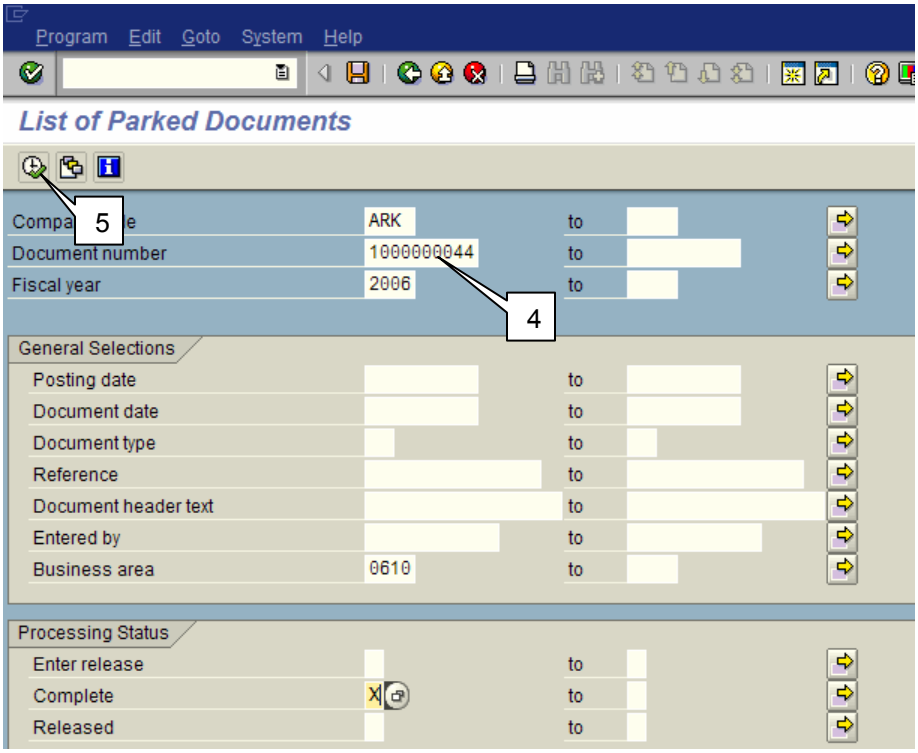
1. Enter Company Code “ARK”.

2. Enter Fiscal Year “2006” or the current fiscal year.
3. Click the “Document list” button to continue.

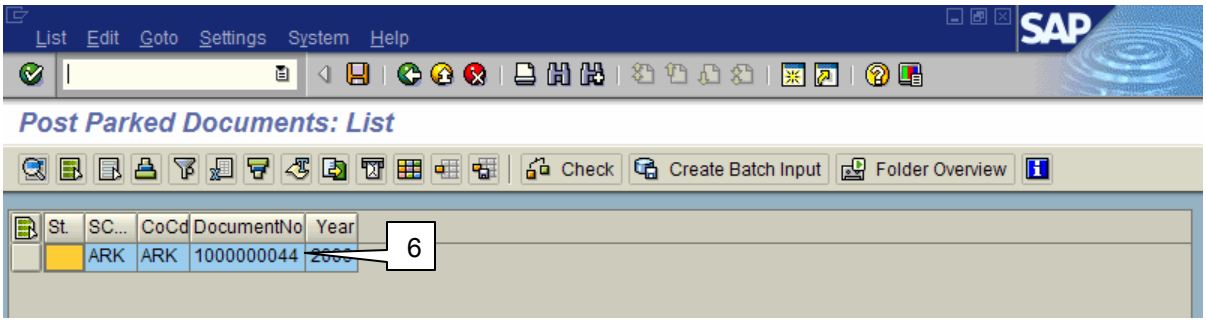


Narrow your search to bring in documents that fit specific criteria.

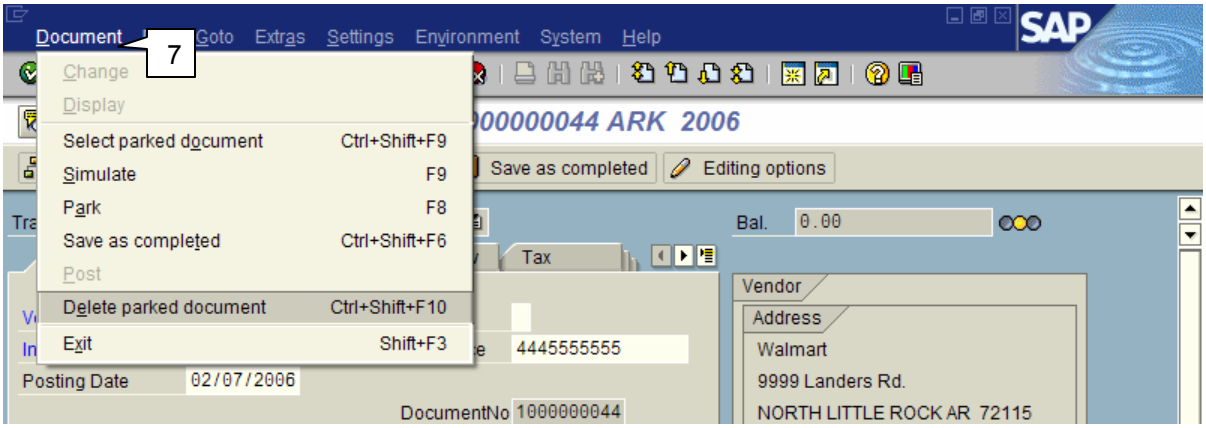
4. Enter the document number you need to delete.
5. Click the “Execute” button to continue.



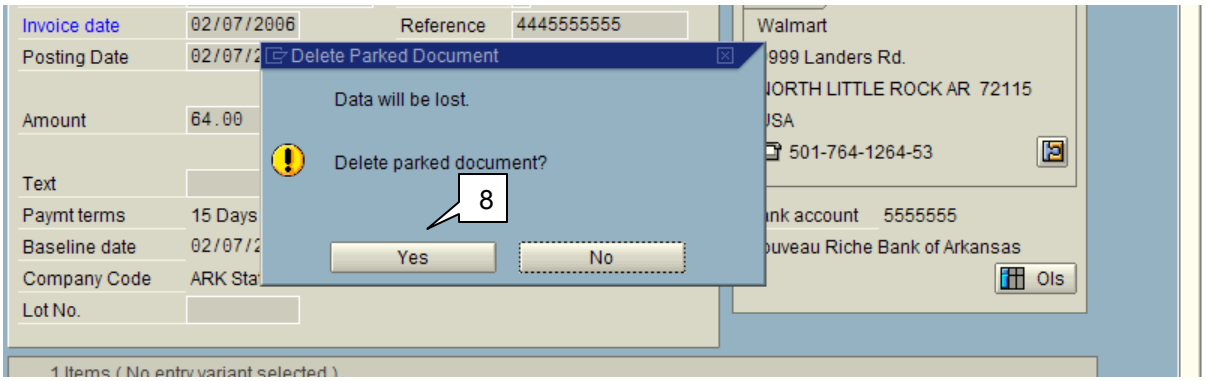
6. Double-click on the Document number.



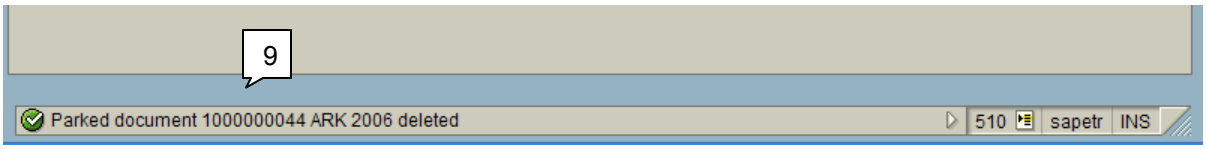
7. Go to the menu bar and select, Document>Delete parked document.



8. Click the “Yes” button to delete the document.

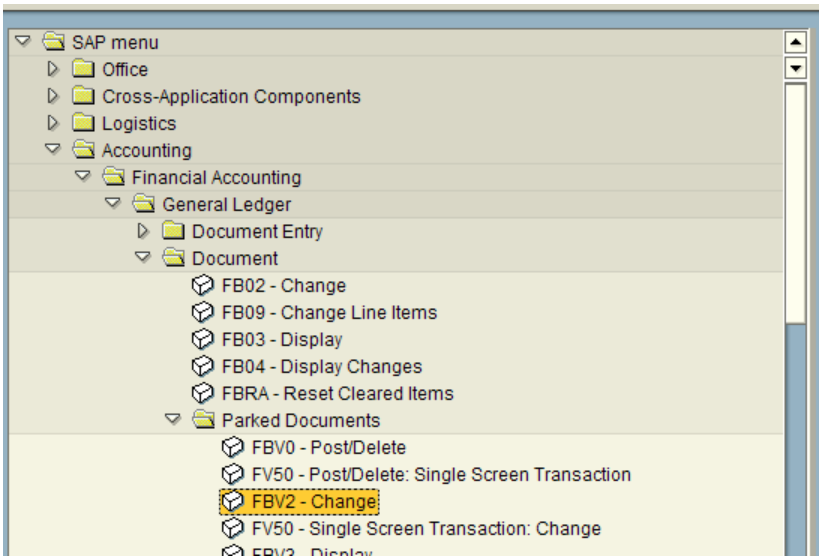


9. You receive a message “Parked document deleted”.



Delete Parked Invoice Documents – Transaction FBV2

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Documents>Change



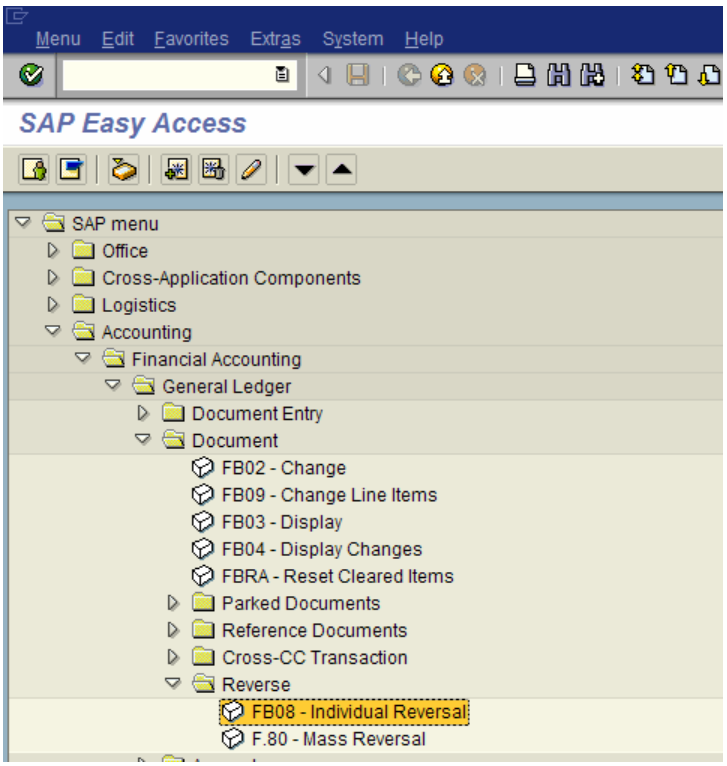
Follow the same steps when using transaction FBV2 as you do when using FBV0. The only difference is you cannot delete a parked document that was created via complex posting.

NOTE: Once you delete a parked document, the data is gone. There is no way to retrieve the deleted parked document.

Reversing A Posted But Unpaid Direct Vendor Invoice Or A Direct Vendor Credit Memo– Transaction FB08

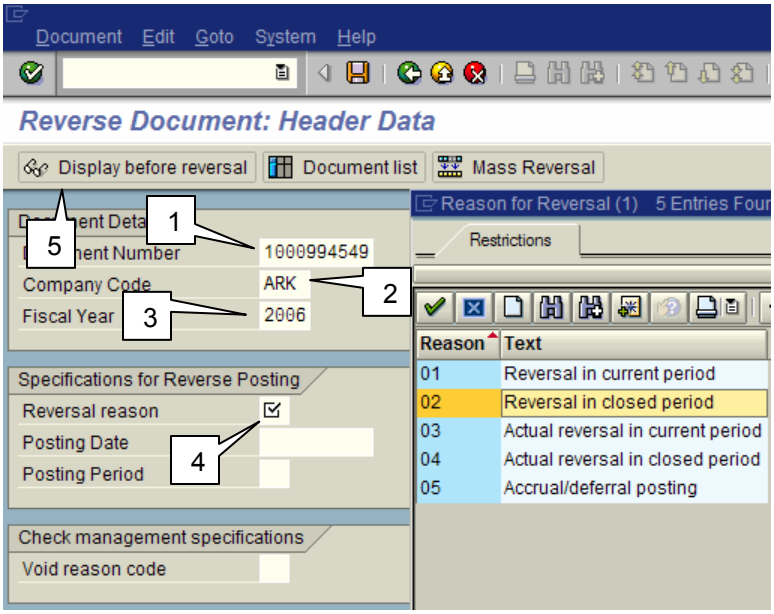
Menu Path: Accounting>Financial Accounting>General Ledger>Document>Change

NOTE: A reversal will reduce the value of the asset. If such a document is reversed, a follow-on document may be needed to restore value to the asset, depending on the reason for the reversal. Contact your Asset Management Specialist if you reverse a posted but unpaid direct vendor invoice that is tied to an asset.

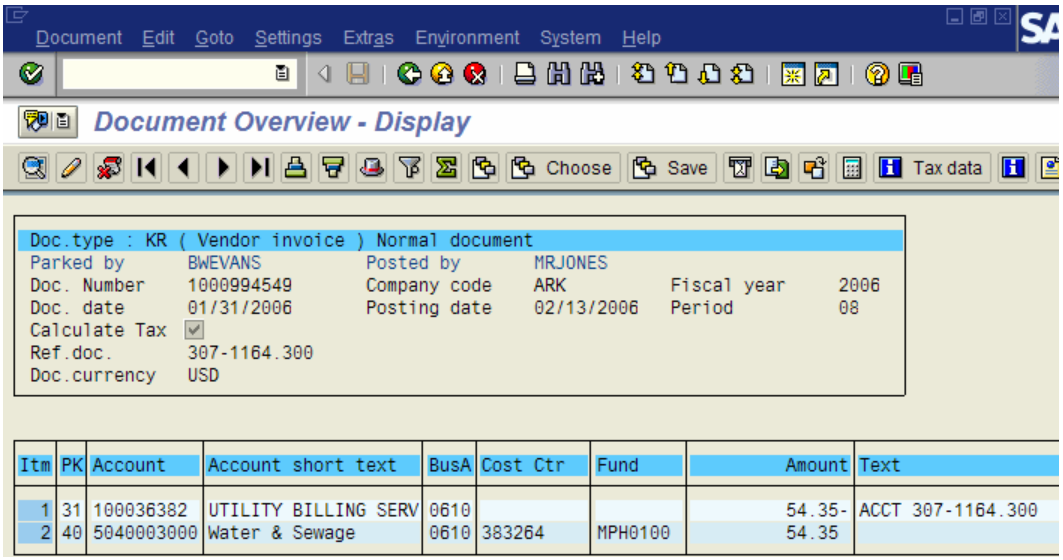


1. Enter the number to reverse in the “Document Number” field.
2. The Company Code is “ARK “.
3. The Fiscal Year is the fiscal year on the document.
4. The “Reversal Reason” is a required field. Type in or choose from the dropdown the reason for the reversal.
    a. Reason Code “01” – Reversal in current period. Type in the document date in the “Posting Date” field. Choose “01” if the document was posted in the current period.
    b. Reason Code “02” – Reversal in closed period. Type in the current date in the “Posting Date” field. Choose “02” if the document was posted in a prior period.

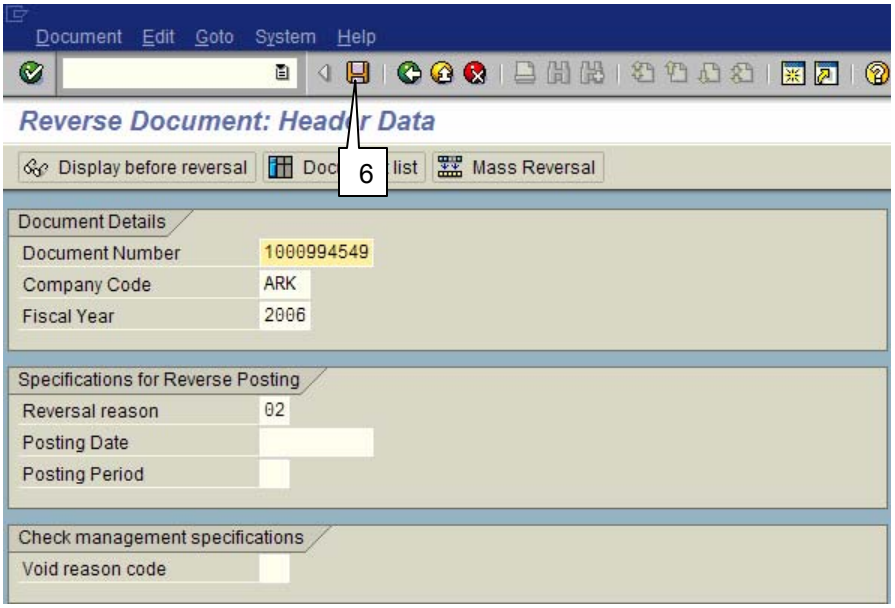
5. Always display the document. Click on the “Display before reversal” document.



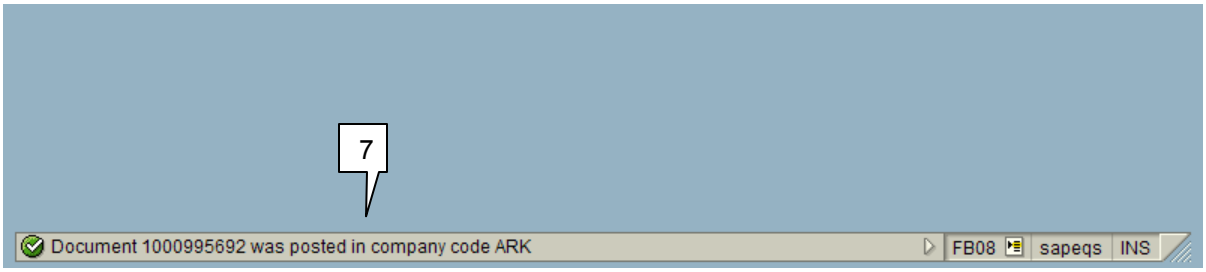
This screen displays the document overview. You can view the posting keys, account numbers, account short text, business area, cost center, fund, amount, and text. You can also change the display to view other fields. When you finish viewing the document, click the “green arrow back” to continue.



6. To post the reversal, click on the “Save” icon.



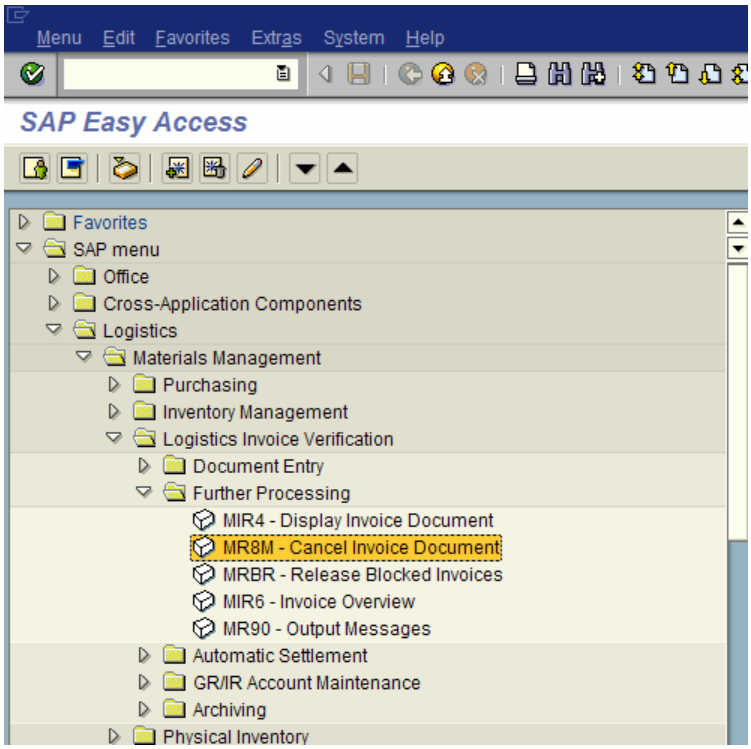
7. You will receive a message saying that the “Document number was posted in company code ARK”.



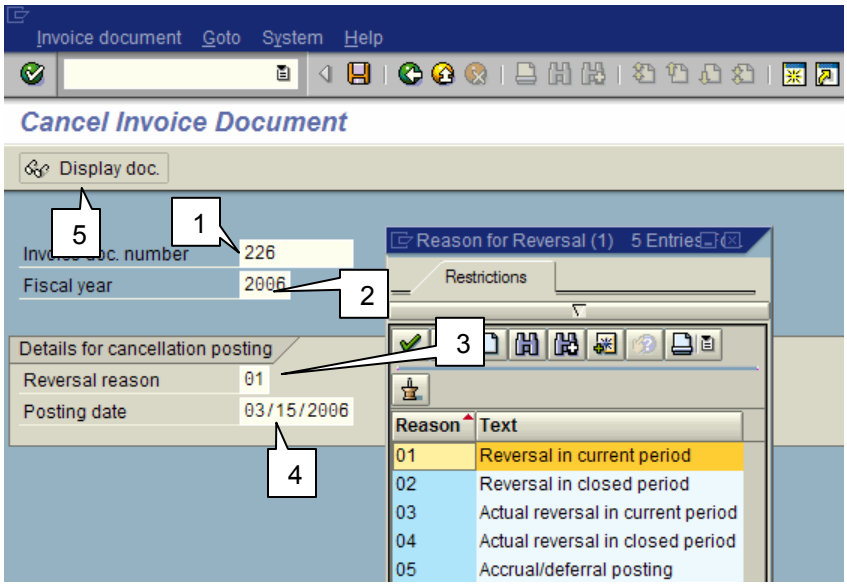
NOTE: Unlike MM documents that can be restored after deleting or closing, once you reverse an AP document, it **CANNOT** be restored.

Reversing A Posted But Unpaid Logistics Vendor Invoice Or A Logistics Vendor Credit Memo – Transaction MR8M. Follow with Transaction F-44.

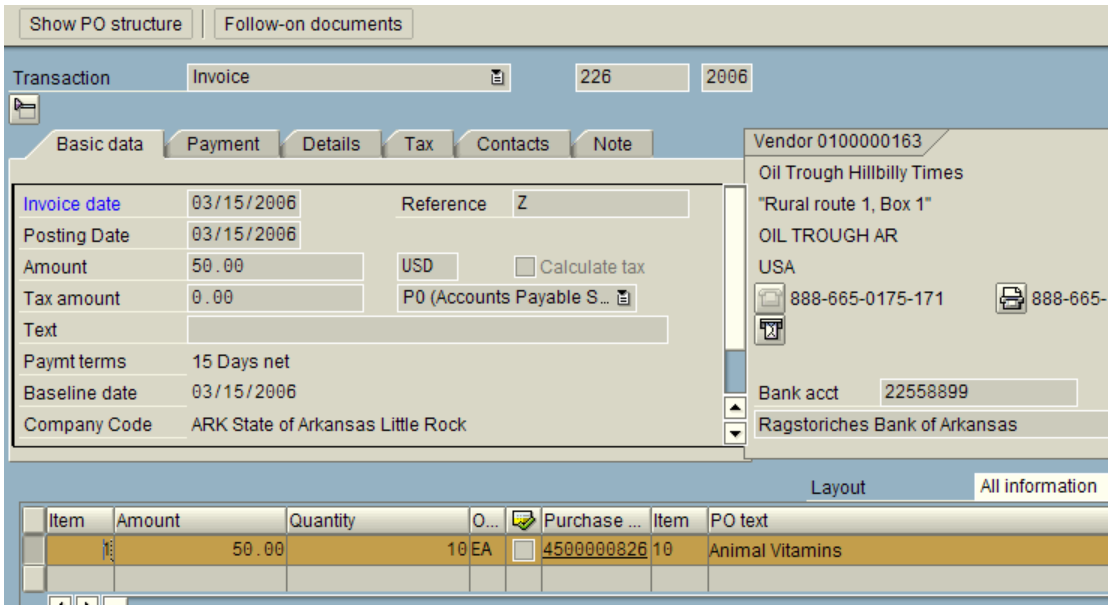
Menu Path: Logistics>Materials Management>Logistics Invoice Verification>Further Processing>Cancel Invoice Document



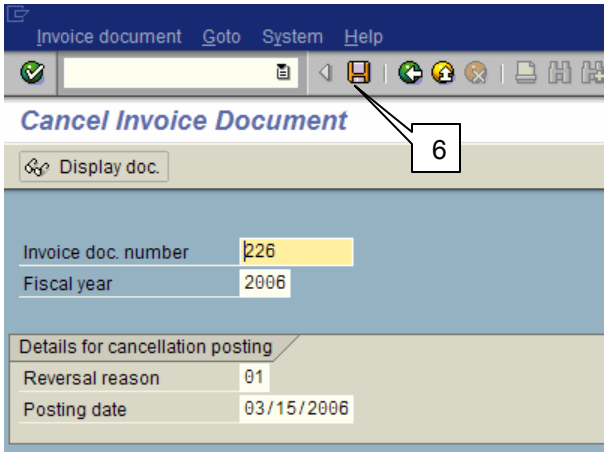
1. Enter the material document number.
2. Enter the Fiscal year.
3. Enter the Reversal reason.
4. Enter the date. Current period = Document date
   Closed period = Current date
5. Always display the document. Click the “Display doc” button.



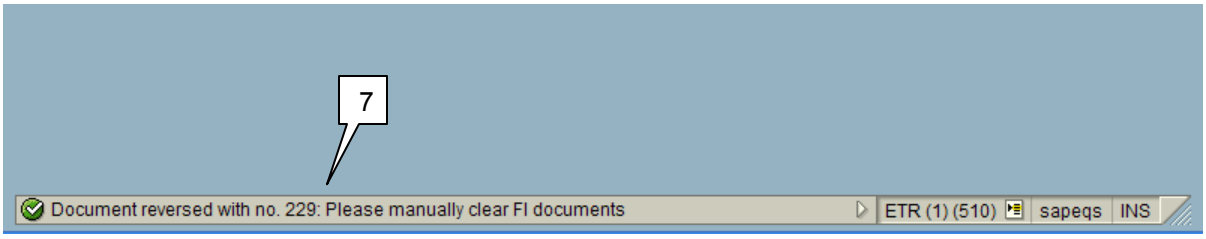
View the document. When you are done “Green Arrow Back”.



6. Click the “Save” icon to reverse the document.



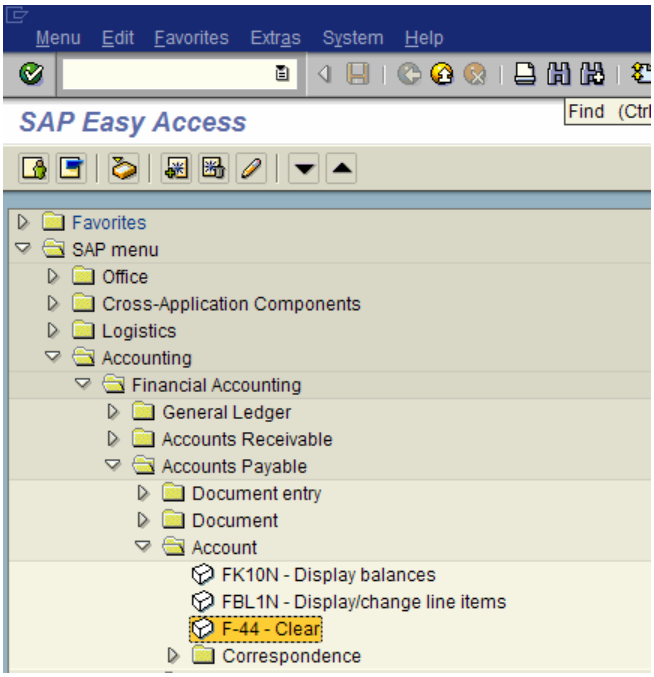
7. You will receive a message stating that “Document reversed with number xxxxxx.” The system will also remind you to clear your FI documents.



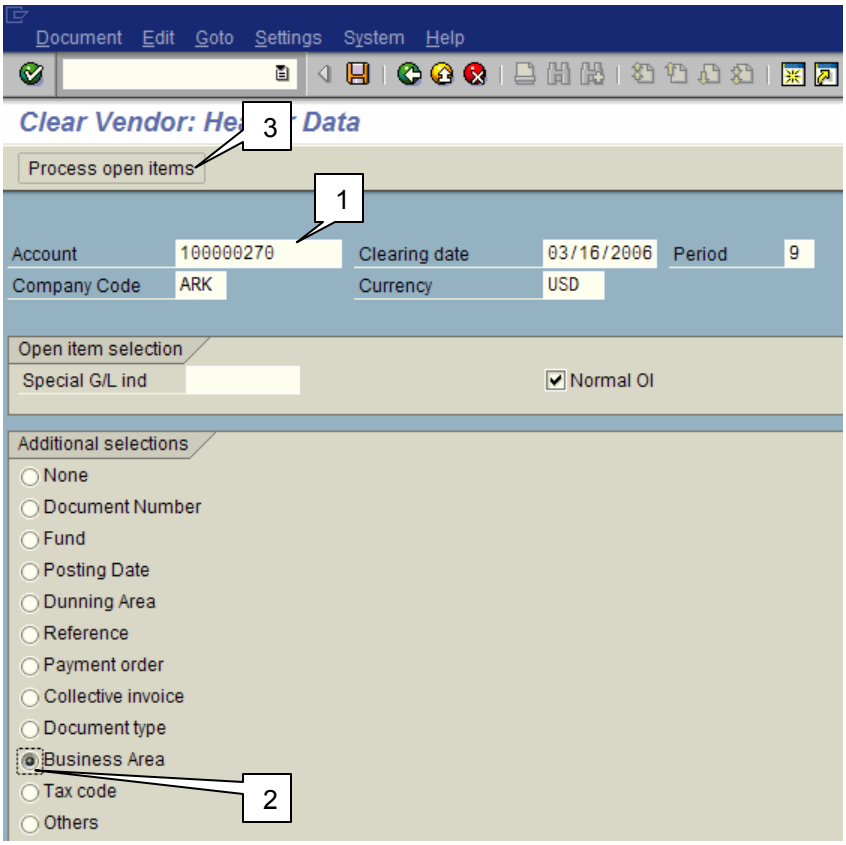
Clearing Vendor Open Items For A Logistics Invoice – Transaction F-44

This transaction follows MR8M. It will clear your FI documents.

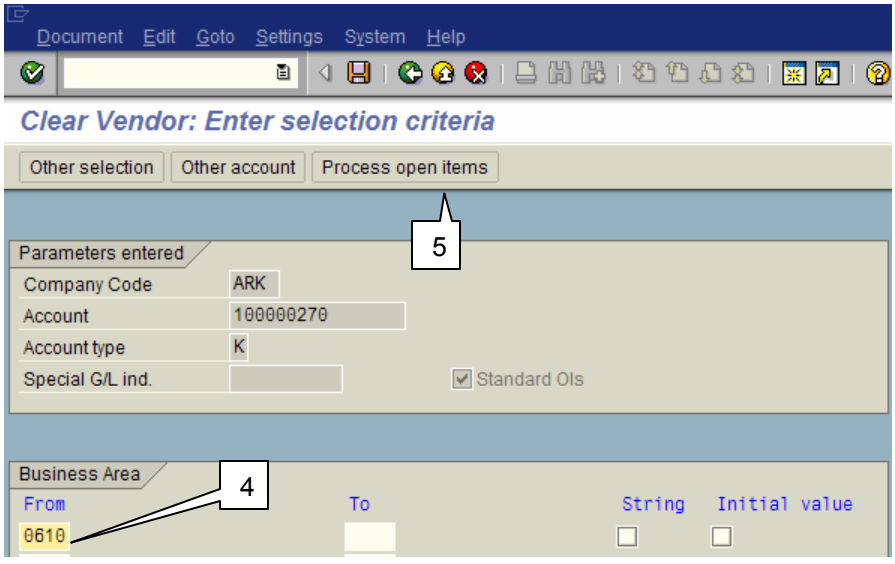
Menu Path: Accounting>Financial Accounting>Accounts Payable>Account>Clear



1. Enter the vendor number of the item you wish to clear.
2. Select the “Business Area” radio button.
3. Press the “Enter” key or click the “Process open items” button.

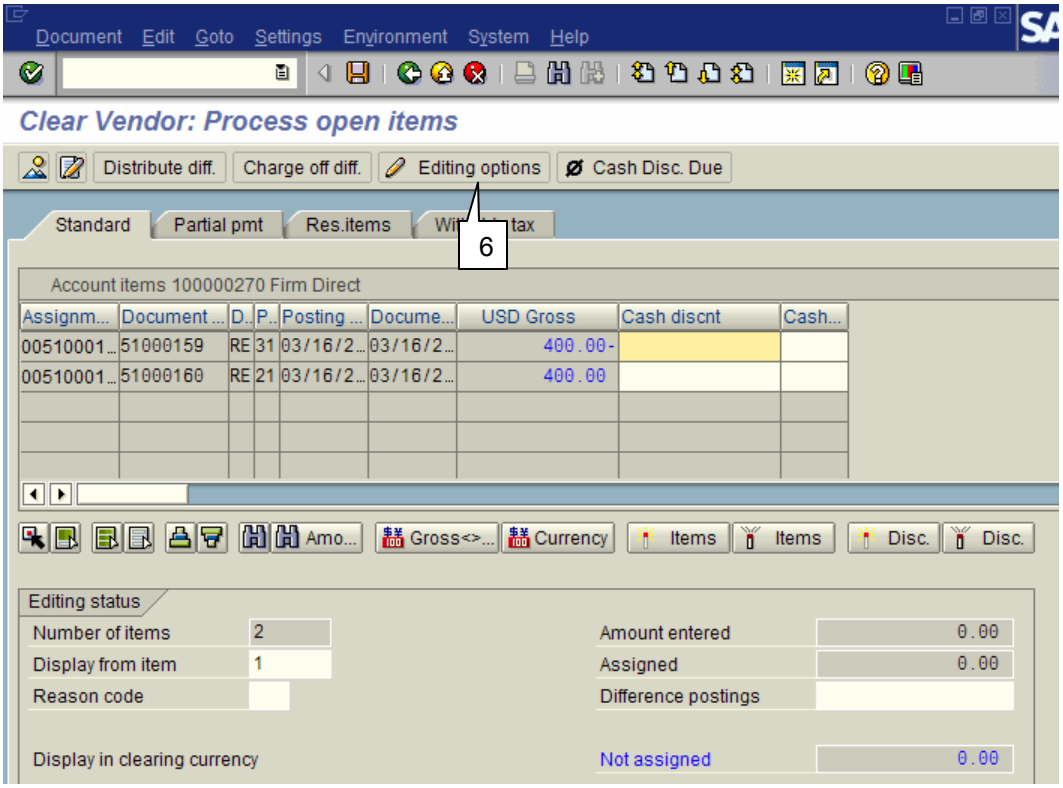


4. Enter your Business Area.
5. Click the “Process open items” button.

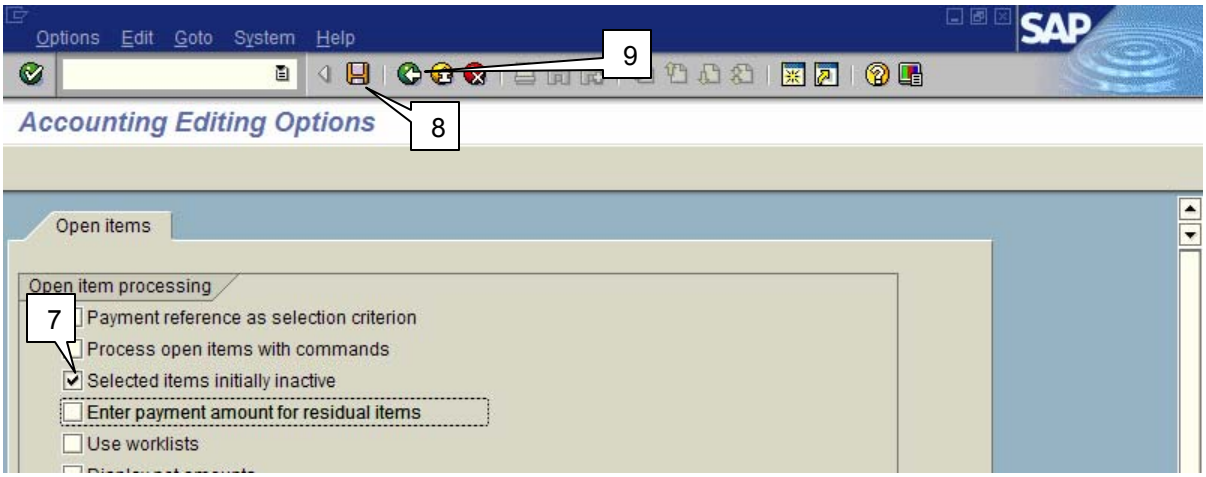


The following is a one time set-up.

6. Click on the “Editing options” button.

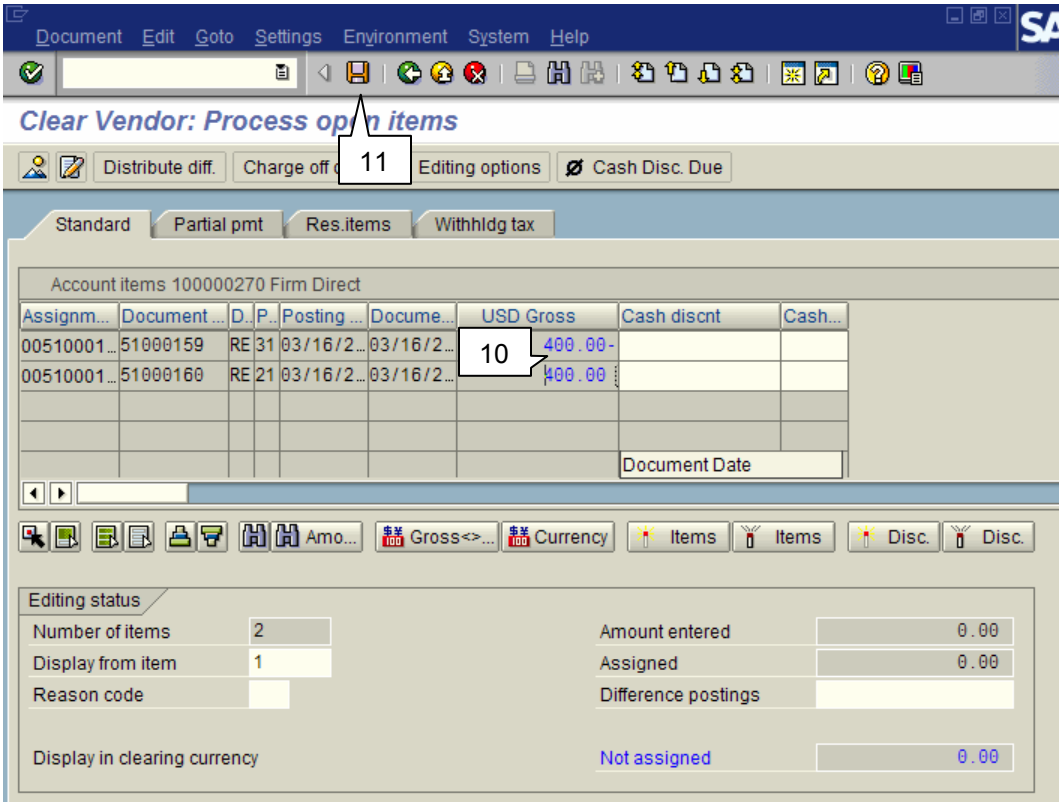


7. Enter a checkmark in the “Selected items initially inactive” box.
8. Save your editing options. Once you have saved your selection/s you will not have to repeat this process.
9. Green arrow back three times. You will receive a pop-up box asking if you want to exit. Click yes.

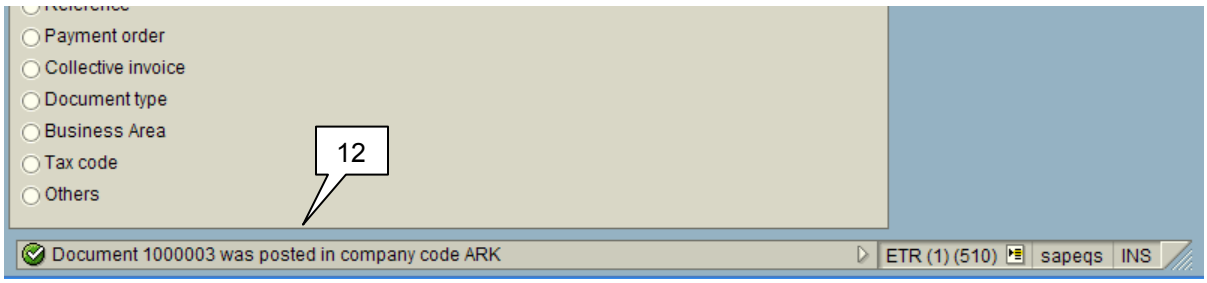


Repeat steps one through five.

10. Double click the amounts on the items you wish to clear. The amounts should turn blue and the “Not assigned” field at the bottom of the screen should be 0.00.
11. Click the “Save” icon to save your document.

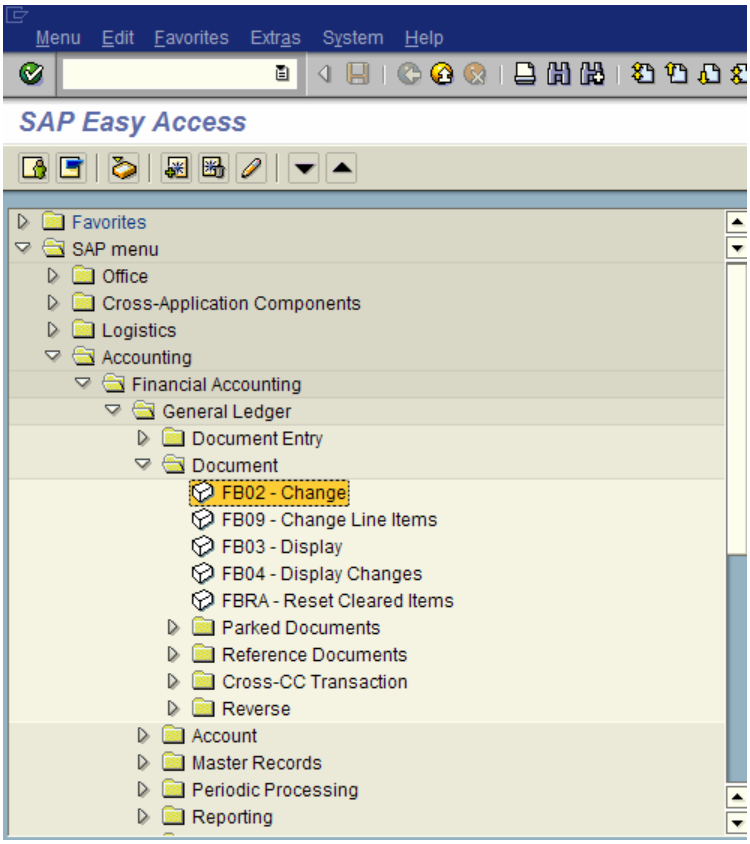


12. You will receive a message that the document was posted.

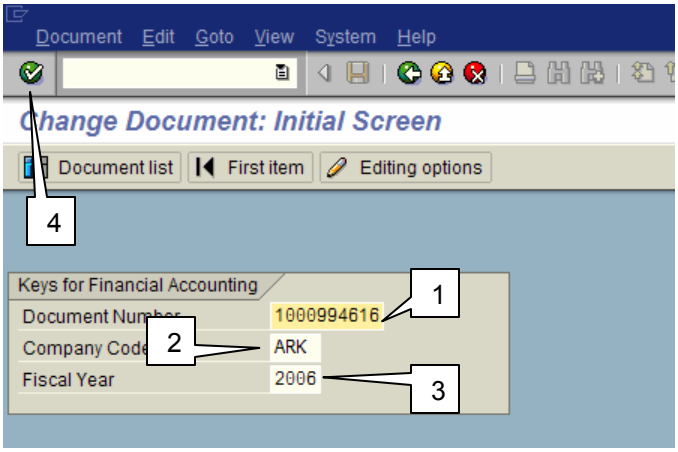


Change An Unpaid Logistics or Direct Vendor Invoice Or A Logistics or Direct Vendor Credit Memo – Transaction FB02

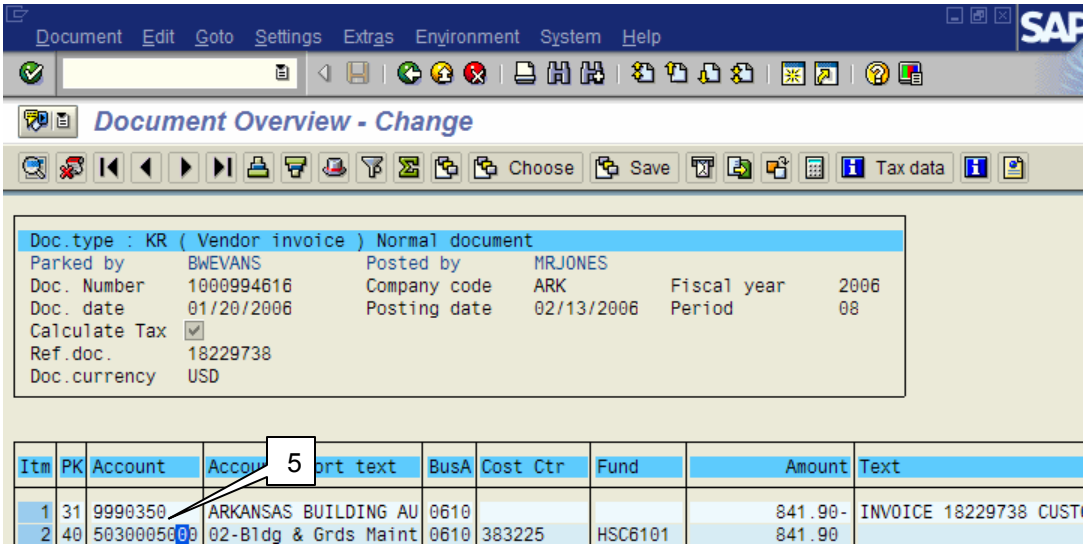
Menu Path: Accounting>Financial Accounting>General Ledger>Document>Change



1. Enter the document number.
2. Enter the Company Code
3. Enter the Fiscal year.
4. Click the “Green check” to continue.

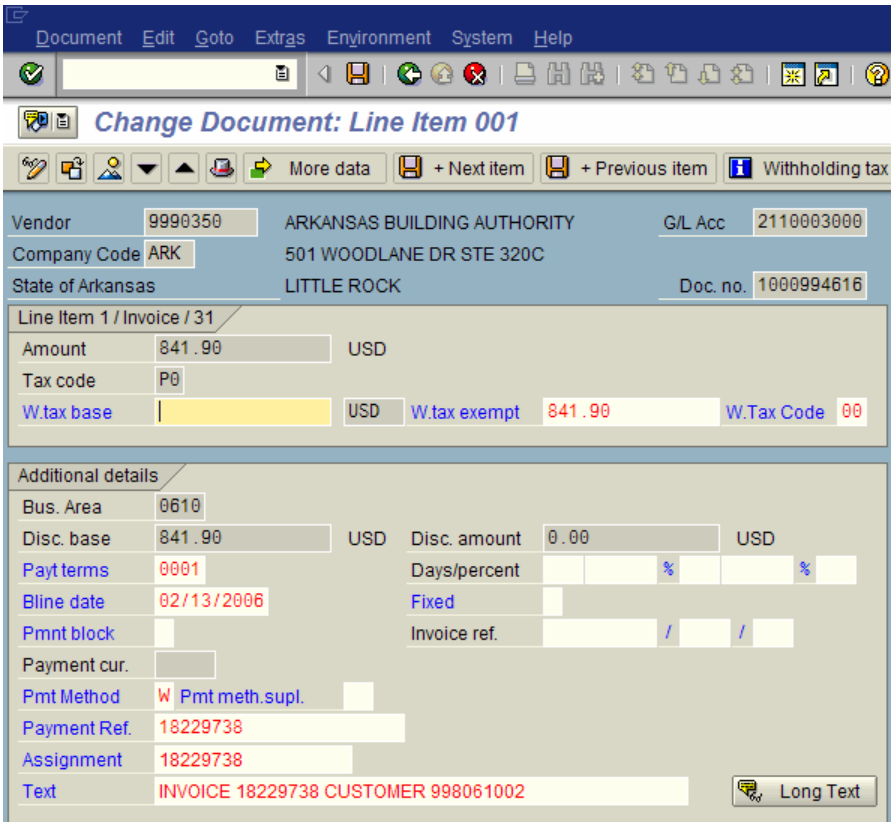


5. Double click on the account number.



You can change any fields that are not grayed out. Use the black up and down arrows to see more fields.

If you need to match an open credit memo with an open invoice, do it here. Add the invoice number to the "Invoice ref." field on the credit memo.



Remember to click the "Save" icon to save your changes.

REMEMBER:

You can **delete** an AP document that has been parked but not posted. Once the document has been posted you will have to do a **reversal** to that document. Once the document has gone through the payment process you can not longer **delete** or **reverse** an AP document.

After you have finished the closing, deleting, reversing, and posting, re-run the budget reports to see the changes.

THE CARRY FORWARD PROCESS

- Purchase Requisition – Open purchase requisitions will not be carried forward to the next fiscal year.
- Purchase Orders – Open purchase orders that are tied to funds centers with carry forward authority will be carried forward, along with their budget.
- Purchase Orders – Open purchase orders that are tied to fund centers without carry forward authority will be carried forward, but the budget will not.
- AP Documents
    1. ASC will delete all parked vendor invoices that remain after the final payment run on June 30th.
    2. Posted but open vendor invoices that are tied to funds centers with carry forward authority will be carried forward, along with their budget.
    3. Posted but open vendor invoices that are tied to funds centers without carry forward authority will be carried forward if an agency has sufficient budget in the upcoming fiscal year.
    4. ASC will reverse all posted but open vendor invoices that do not carry forward because of lack of budget.

NOTE: Posted Documents Reversed At Fiscal Year End

If you plan to re-enter a reversed posted invoice in the next fiscal year, you need to add a “Y” as the first character in the “Reference” field. The CAFR team will guide the agencies in recording accrued payments from the prior fiscal year using the “Y” vouchers.